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2008

# **Town of Litchfield New Hampshire**



## **Annual Reports** **for** **2008**

## EMERGENCY TELEPHONE NUMBERS

Ambulance	911
Fire	911
Police	911

## BUSINESS TELEPHONE NUMBERS

Animal Control	424-4047
Building Inspector	424-4592
Planning Board	424-2131
Police Chief	424-4047
Public Library	424-4044
Selectmen	424-4046
Town Clerk & Tax Collector	424-4045

## –OFFICE HOURS–

Selectmen's Office	Town Hall
Monday–Friday 8:00 a.m. to 4:00 p.m.	

Town Clerk & Tax Collector	Town Hall
Monday–10:00 a.m. to 6:00 p.m.	
Tuesday–Friday 7:30 a.m. to 3:00 p.m.	

Building Department	Town Hall
Weekdays–8:00 a.m. to 4:00 p.m.	

Public Library	
Monday–Closed; Tuesday, Wednesday, Thursday–10:00 a.m. to 8:00 p.m.	
Friday–10:00 a.m. to 6:00 p.m.; Saturday–9:00 a.m. to 12:00 p.m.	
No Saturday hours during the months of July & August.	
Closed Holidays	

Incinerator Facility Hours	
Sunday–9:00 a.m. to Noon – Brush & Landfill Items Only	
Wednesday–3:00 p.m. to 7:00 p.m.; Saturday–7:00 a.m. to 4:00 p.m.	
Thursday–7:00 a.m. to Noon; Friday–4:00 p.m. to 8:00 p.m.	

## –PUBLIC MEETINGS–

Selectmen	Town Hall
The 1st, 2nd, 3rd, & 4th Monday evenings at 6:00 p.m. during the months of September-May; and the 2nd and 4th Monday evenings during the months of June-August.	

Planning Board	Town Hall
1st Tuesday of the month at 7:00 p.m.	
3rd Tuesday of the month at 7:00 p.m.	

Zoning Board of Adjustment	Town Hall
2nd Wednesday of the month at 7:00 p.m.	

Library Trustees	Library
2nd Monday of the month at 7:00 p.m.	

Conservation Commission	Town Hall
1st Thursday of the month at 7:00 p.m.	

# **Town of Litchfield New Hampshire**



## **Annual Reports**

Year ending December 31, 2008

also

## **Annual Report of the School District**

Year ending June 30, 2008

## **Roland E. Bergeron**

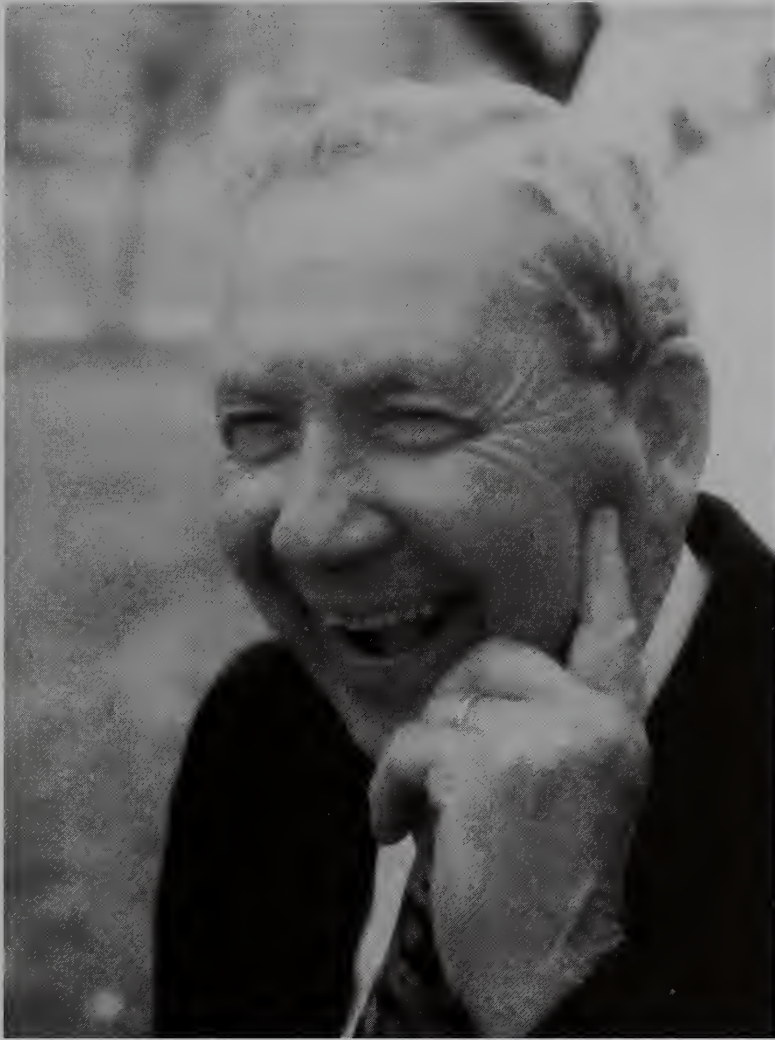
Litchfield lost one of its municipal pillars with the death of Roland E. Bergeron in 2008. In his 47-year municipal career, Roland skillfully juggled many vital positions: building inspector, code enforcement officer, road agent and health inspector. As he saw Litchfield grow from 450 residents to over 8,000 from when he first arrived in Litchfield in 1954, Roland used considerable foresight and know-how to meet Litchfield's evolving needs, often with meager resources at hand.

He bought the town's first public works truck and plow, was the force behind construction of the town's public works garage and first salt shed, obtained funds to install the Albuquerque Avenue pedestrian/bicycle path when others had written the project off as undoable, oversaw the design of the town's recycling center, created a public works office and workshop in the incinerator building and even pushed for the creation of a town seal for Litchfield. He also served as a guiding light on a number of municipal and school building committees.

Roland's leadership along with his dedication to Litchfield and its townspeople are greatly missed. In grateful remembrance, the Board of Selectmen has dedicated this year's annual town report to his memory.



# **In Memoriam**



**Roland E. Bergeron**

March 23, 1920 - October 10, 2008

Code Enforcement Officer  
Health Officer  
Road Agent  
Civil Defense Director  
Zoning Board of Adjustment

# **In Memoriam**

**JOHN A. MANGO, SR.**

March 28, 1931 - May 22, 2007

Selectman

# In Memoriam



**Paul M. Nicholas**

May 19, 1933 - September 18, 2007

Selectman  
Budget Committee  
Planning Board  
Recreation Committee  
Bail Commissioner  
Town Hall (Meeting House) Renovation/Building Committee

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		<b>LITCHFIELD, NH</b>	
		<b>TOWN OFFICERS</b>	
	<b>Office:</b>	<b>Office Holder a/o 12/31/08:</b>	<b>Term Expires:</b>
<b>Moderator:</b>		John Regan	2009
<b>Assistant Moderator (Town &amp; School)</b>		Philip M. Reed	2009
<b>Selectmen:</b>		George Lambert	2010
		M. Patricia Jewett	2011
		Frank A. Byron - <b>Chairman</b>	2011
		Albert Raccio	2009
		Andrew Santom - <b>Vice Chairman</b>	2010
	<b>Administrative Assistant:</b>	Howard L. Dilworth, Jr.	
<b>Budget Committee:</b>		Brent Lemire - <b>Chairman</b>	2010
		Mike Falzone	2009
		Raymond Peeples	2011
		Dennis Miller	<b>School Rep.</b>
		Brian McCue	2009
		John Harte - <b>Vice Chairman</b>	2010
		George Lambert - <b>Selectmen Rep.</b>	2008
		Paul Parker	2011
<b>Cable Advisory Committee</b>		Richard Pentheny - <b>Chairman</b>	2009
	Alternate	John Beaulieu	2010
		Scott Cavanagh	2010
		Andy McLavey	<b>Resigned</b>
		Timothy Kearns	2010
	Alternate	Cynthia Couture	2009
	Alternate	David Hunt	2008
	Alternate	Robert J. Fay, Jr.	<b>Resigned</b>
<b>Cemetery Association Trustees</b>			
	Hillcrest Cemetery	Rosalyn Calawa - <b>President</b>	2009
		Warren Adams - <b>Treasurer</b>	2009
		Edith Eldridge - <b>Secretary</b>	2009
		Elaine Young - <b>Vice President</b>	2009



Pinecrest Cemetery	Robert Leary - <b>President</b>	2009
	Karen Hodge	2010
	Robert Martineau	2009
	Joan Kendall	2009
	Jamie Plumluf	2011
	Richard Stoddard	2012
<b>Checklist Supervisors:</b>	Robert Redding - <b>Chairman</b>	2010
	Christine Lepine	2013
	Shirley Reed	2012
<b>Code Enforcement Officer:</b>	Kevin Lynch	
<b>Conservation Commission:</b>	Thomas W. Levesque, Sr., - <b>Vice Chair</b>	2011
	Joan McKibben - <b>Chairman</b>	2011
	Raymond Peoples	2009
	Roger St. Laurent, Jr.	2010
	Sharon Jones	2010
	Marion A. Godzik	2009
	Richard Husband	2011
	Stephen Tarara	2011
<b>Fire Chief:</b>	Thomas Schofield	2010
Forest Fire Warden	Thomas Schofield	2010
<b>Health Officer:</b>	Kevin Lynch	8/13/2009
Deputy Health Officer	Jacqueline Hoey, RN	8/13/2009
<b>Library Trustees:</b>	Gail Musco - <b>Vice Chair/Treasurer</b>	2009
	Marilyn Spraghan - <b>Chairman</b>	2010
	Kristin Robert - <b>Secretary</b>	2010
	Lynn Clifford	2009
	Aimee Carignan	2011
	Diane L. Jerry	2011
<b>Director of Library Services</b>	Vicki L. Varick	
<b>Planning Board:</b>	Jayson Brennen - <b>Vice Chairman</b>	2009
	Carlos Fuyertes	2010
	Alison Douglas	2009
	Mary Ann Geist - <b>Clerk</b>	<b>Resigned</b>
	Steven Perry - <b>Chairman</b>	2011
	Leon Barry	2010

Alternate	Edward Almeida	2010
	Marc Ducharme	2010
<b>Police Chief:</b>	Joseph O'Brien	<b>Tenure</b>
<b>Recreation Commission:</b>	Anthony Schaffer - <b>Chairman</b>	2010
	Maurissa Fluet	2010
	M. Patricia Jewett	<b>Selectman Rep</b>
	David Hansberry	2009
	Sandy Vance	2011
	John Bryant	2011
	Andrew Collins	2010
<b>Road Agent:</b>	Gerard J. DeCosta	2009
<b>So. NH Regional Plann. Comm.</b>	M. Patricia Jewett	
<b>Town Clerk/Tax Collector:</b>	Theresa L. Briand	2011
Deputy Town Clerk/Tax Col.:	Patricia A. Textor	2011
<b>Treasurer: Intrum</b>	Sharon Harding-Reed	2009
Deputy Treasurer		
<b>Trustees, Town Trust Funds:</b>	Linda Peebles	2011
	Mark Mosnicka	2010
	Maureen Lascelles	2009
<b>Zoning Board of Adjustment:</b>	Richard Riley, Jr. - <b>Chairman</b>	2010
	Laura Gandia - <b>Vice Chairman</b>	2009
	John Regan	2009
	Albert Guilbeault	2010
	Tom Cooney - <b>Clerk</b>	2009
Alternate	Eric Cushing	2011
Alternate	Gregory Lepine	2009
Alternate	John R. Devereaux	2010
Alternate	John Brunelle	2011

# TOWN WARRANT

## TOWN OF LITCHFIELD

To the inhabitants of the Town of Litchfield in the County of Hillsborough in said State, qualified to vote in Town affairs:

You are hereby notified that the first session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on February 7, 2009 at 2:00 o'clock in the afternoon for explanation, discussion and debate of each warrant article. Warrant articles may be amended at this session per RSA § 40:13, IV except for Warrant Article 5, the wording of which is prescribed by law and cannot be amended per RSA § 40:13 (IV)(a).

You are hereby notified that the second session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 10, 2009 at 7:00 o'clock in the forenoon for the choice of Town Officers elected by official ballot to vote on questions required by law to be inserted on the official ballot and to vote on all warrant articles from the first session on official ballot per RSA § 40:13, VII. The polls for the election of town officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

Article 1. To elect by ballot the following Town officers: one Moderator - three year term; one Selectman - three year term; two Budget Committee members - three year terms; one Trustee of Trust Funds - three year term; one Library Trustee; three year term; one Town Treasurer - two year term; one Road Agent - two year term.

Article 2. Are you in favor of the adoption of the Zoning Ordinance Amendment No 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

**REPEAL Housing for Older Persons - Sections 1025 through 1030**

No new developments or additional units shall be approved under this section. Existing approved developments are vested under RSA 674:39 and are required to maintain their status as Housing for Older Persons as approved and recorded at the Hillsborough County Registry of Deeds as of November 10, 2008.

This amendment has Planning Board approval.

*Yes*      ☐

*No*        ☐



Article 3. Are you in favor of the adoption of the Zoning Ordinance Amendment No 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

AMEND Section 200.00, Definitions; to ADD section 200.01.1, Abutter

Abutter is defined in Litchfield regulations but had not been defined in the zoning ordinance. Adding this definition will avoid any confusion.

This amendment has Planning Board approval.

Yes      ☐                                      No      ☐

Article 4. To see if the town will raise and appropriate the sum of \$1,007,704.00 for the repair, reconstruction and project management of the Page Road culvert, Cranberry Lane Culvert, Chase Brook at Albuquerque Avenue culvert, the reclamation of approximately one mile of Albuquerque Avenue and to authorize the issuance of not more than \$807,704.00 of bonds or notes in accordance with the provision of the Municipal Finance Act, to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to authorize the use of \$200,000.00 from the Highway Block Grant Fund; furthermore, to raise and appropriate the sum of \$11,000.00 for the purposes of paying the first year's bond issuance costs and interest on said bonds or notes.

The Selectmen recommend this appropriation. The Budget Committee recommends this appropriation. (3/5 ballot vote required)

Article 5. Shall the Town of Litchfield raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$4,179,796.00. Should this article be defeated, the default budget shall be \$4,087,719.00, which is the same as last year, with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA § 40:13, X and XVI, to take up the issue of a revised operating budget only.

Recommended by the Selectmen                                      Recommended by the Budget Committee

Article 6. Shall the town adopt the provisions of NH RSA § 37 (Town or Village District Managers) forming a Town Manager form of government, and fix the initial compensation for the position at \$85,000.00 per year (plus benefits), and further to

appropriate the sum of \$42,500.00 for salary plus \$14,875.00 for benefits, for the period July 1, 2009 through December 31, 2009 for this purpose?

Recommended by the Selectmen                      Recommended by the Budget Committee

Article 7. To see if the town will vote to raise and appropriate the sum of \$253,378.00 for the design and construction of a drainage system located at Winter Circle; \$165,394.00 of this amount will come from a FEMA grant with the balance of \$87,984.00 to be appropriated from the Highway Block Grant Fund and no money appropriated through taxation. This appropriation shall be non-lapsing per RSA § 32:7, VI and will not lapse until the work is completed or December 31, 2013.

Recommended by the Selectmen                      Recommended by the Budget Committee

Article 8. Shall the town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State County and Municipal Employees which provides for the following increases in wages and benefits;

2008	\$23,111.00
2009	\$40,804.00
2010	\$45,886.00

And further, to raise and appropriate the sum of \$63,915.00 for the 2008 and 2009 fiscal years, such sum representing the additional cost attributable to the increase in salaries and benefits over those of the appropriation at the current staffing levels, paid in the prior fiscal year. This collective bargaining agreement covers full and part time patrol officers and full and part time dispatchers.

Recommended by the Selectmen                      Recommended by the Budget Committee

Article 9. To see if the town will vote to raise and appropriate the sum of \$26,642.00 to hire one (1) full time police officer effective July 5, 2009. The cost for the period of July 5, 2009 through December 31, 2009 is \$26,642.00, of which \$18,442.00 is for salary and \$8,200.00 is for benefits and equipment. The annual cost for said officer will be \$56,989.00 of which \$39,957.00 will be for salary and \$17,032.00 will be for benefits and equipment.

Recommended by the Selectmen                      Recommended by the Budget Committee



Article 10. Shall the Town vote to raise and appropriate the sum of \$13,000.00 (gross budget) to cover the costs associated with sending one firefighter for paramedic training?

Recommended by the Selectmen

Recommended by the Budget Committee

Article 11. Shall the town vote to require that all votes of an advisory budget committee, budget committee and the governing body relative to the budget items or warrant articles shall be recorded votes and the numerical tally of any such votes shall be printed in the town warrant next to the affected warrant article as specified in NH RSA § 32:5, V-a?

Recommended by the Selectmen

Article 12. Shall the town of Litchfield vote to allow the Town Clerk/Tax Collector to accept credit card payments pursuant to RSA 80:52-c for the collection of local taxes, charges generated by the laws of utility services, or other fees. The Town will add to the amount due, in addition to any interest and penalties payable, a service charge for the acceptance of the card. The Board of Selectmen in coordination with the Town Clerk/Tax Collector may adopt rules and regulations regarding the collection procedure.

Recommended by the Selectmen

Article 13. To see if the Town will vote to establish a Fire Department Special Detail Revolving Fund pursuant to RSA § 31:95-h (c). All revenues received from fees, charges, or other income derived from Fire Department special details shall be deposited into the Fund, and the money shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general surplus. The Town Treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the Board of Selectmen, and no further approval of the Town Meeting shall be required to expend. These funds may be expended only for purposes of Fire Department special details and associated operation and administrative purposes.

Recommended by the Selectmen

Recommended by the Budget Committee

Article 14. To see if the town will vote to discontinue the elected office of highway agent, and to authorize the selectmen to appoint the highway agent. Which appointment shall be for a term of one (1) year. The current highway agent shall continue to hold the office until the 2010 annual town meeting election, at which time the elected office shall terminate if adopted, the authority of the selectmen to appoint the highway agent shall continue in effect until changed by a majority vote at an annual or special town meeting.

By Petition. Not recommended by the Selectmen.

Article 15. Shall the Town adopt the provisions of NH RSA 79 F (TAXATION OF FARM STRUCTURES AND LAND UNDER FARM STRUCTURES), to encourage the reservation of productive farms and associated structures and prevent the loss of farms and their associated structures due to property taxation at values incompatible with their usage. By Petition. Not recommended by the Selectmen.

Given under our hands and seal this 21st day of January, in the year of our Lord two thousand and nine.

Litchfield Board of Selectmen

Frank A. Byron, Chairman

George A. Lambert

M. Patricia Jewett

Alfred C. Raccio

Andrew M. Santom

A true copy of Warrant — — Attest:

Litchfield Board of Selectmen

Frank A. Byron, Chairman

George A. Lambert

M. Patricia Jewett

Alfred C. Raccio

Andrew M. Santom

**Deliberative Session  
Town of Litchfield  
February 7, 2009**

Time, Place, Meeting called to order at 2:00 p.m. at Campbell High School Auditorium by Moderator John Regan.

Present were: Selectmen Frank Byron – Chairman; Andrew Santom-Vice Chairman, M. Patricia Jewett, Alfred Raccio and George Lambert; Budget Committee members Brent Lemire – Chairman, John Hart – Vice Chair, Paul Parker, Ray Peeples, Mike Falzone and George Lambert – Selectman's Rep.: Town Council David Lefevre and approximately 85 Litchfield voters and guests.

Ballot Clerks on duty were Bertha Mieczkowski, Joan Mckibben and Sharon Jones.

Following a series of announcements the moderator led the assembly in the Pledge of Allegiance to the American Flag. He then announced that there would be an "open mike" period partway through the session to allow voters to bring up issues of interest unrelated to official business of the meeting.

First order of business would be a voice vote that would authorize non-voters to speak.

Moderator John Regan asked for volunteers to carry ballot boxes in the event a paper ballot vote is required. Mr. Obeck and Mr. Allen.

Article 1. To elect by ballot the following Town officers: one Moderator - three year term; one Selectman – three year term; two Budget Committee members – three year terms; one Trustee of Trust Funds – three year term; one Library Trustee; three year term; one Town Treasurer – two year term; one Road Agent – two year term.

No discussion on this article so it will appear on ballot as written.

Article 2. Are you in favor of the adoption of the Zoning Ordinance Amendment No 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

REPEAL Housing for Older Persons – Sections 1025 through 1030

No new developments or additional units shall be approved under this section. Existing approved developments are vested under RSA 674:39 and are required to maintain their status as Housing for Older Persons as approved and recorded at the Hillsborough County Registry of Deeds as of November 10, 2008.

This amendment has Planning Board approval.

Yes ☐

No ☐



Mr. Perry Spoke to the article – This article will put a hold on any new developments in town to help with the 338 that have been approved and only 170 have been built. We are trying to help fill these communities and get them sold out.

Mr. Spencer – 9 Cranberry Lane - Questioned why we would want to terminate elderly housing in Litchfield.

Mr. Perry – We just want to put them on a shelf until the others are sold.

Mr. Rich Carter – 74 Talent Road - Why are we putting restrictions on new developments? This is a free market.

Mr. Perry – The Planning board decided to do this because there are too many communities that are not even half way built. These communities can't build the community center until the half way point and these people are waiting for their community center. This is the will of the board.

No further discussion on this article so it will appear on ballot as written.

Article 3. Are you in favor of the adoption of the Zoning Ordinance Amendment No 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

AMEND Section 200.00, Definitions; to ADD section 200.01.1, Abutter

Abutter is defined in Litchfield regulations but had not been defined in the zoning ordinance. Adding this definition will avoid any confusion.

This amendment has Planning Board approval.

*Yes*

☐

*No*

☐

Mr. Steven Perry spoke to the article – this is an administrative adjustment more than anything else.

Claudette Durocher – 158 Charles Bancroft Hwy – I just want to know what is the definition of Abutter.

Mr. Steven Perry – I do not have the actual definition in front of me. This is just to clarify that an abutter is someone who is across the street or next door. This is just to define in zoning as it does in Litchfield Regulation.

Claudette Durocher – I think it is a good idea, I just think that the definition should be on the ballot.

Mr. Phil Reed – 7 Forest Lane – We need a better understanding of these zoning ordinances. Can we get a definition on these some place?

Mr. John Regan – The Zoning and Planning Board Ordinances are on the internet – web site.

No further discussion on this article so it will appear on ballot as written.

Article 4. To see if the town will raise and appropriate the sum of \$1,007,704.00 for the repair, reconstruction and project management of the Page Road culvert, Cranberry Lane Culvert, Chase Brook at Albuquerque Avenue culvert, the reclamation of approximately one mile of Albuquerque Avenue and to authorize the issuance of not more than \$807,704.00 of bonds or notes in accordance with the provision of the Municipal Finance Act, to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to authorize the use of \$200,000.00 from the Highway Block Grant Fund; furthermore, to raise and appropriate the sum of \$11,000.00 for the purposes of paying the first year's bond issuance costs and interest on said bonds or notes.

The Selectmen recommend this appropriation. The Budget Committee recommends this appropriation. (3/5 ballot vote required)

Mr. Frank Byron and Mr. Gerry DeCosta will speak to this article

Mr. Byron the Litchfield Board of Selectmen has purposed that we do some repair work that is necessary for several culverts in town that are in the process of failing. It is the intent of the Board of Selectmen that we do this through a bond which will keep the tax rate lower. The impact first year being 2010 the estimated tax rate would increase by \$0.22; 2011 the estimated rate would increase by \$.20; 2012 the estimated rate would increase \$0.19; 2013 estimated rate increase would be \$0.18; 2014 final year the estimated rate increase would be \$0.17. First Year (2009) Costs; Bond Bank Fees \$7,500.00 and Bond Attorney Fees \$3,500.00 = Sub Total of \$11,000.00.

Mr. Gerry DeCosta as you know we have an aging infrastructure in the town. In the past few years we have had events with the culvert on Albuerque as well as Brickyard Drive. These culverts are of the same age and condition. It is just a matter of time before we experience a catastrophe as we did on Brickyard and Albuerque. This bond will take care of these culverts as well as a section of Albuerque.

Mr. Brent Lemire – The Budget Committee strongly supported this avenue. This bond will provide for a sensible tax increase and also get the job done. If we don't approve this we will be in trouble in the long run.

Mr. Bill Spencer – 9 Cranberry Lane asked for a better explanation of the warrant Highway block grant money. You should explain to the voters that the majority of this bond will be paid off by the Highway Grant monies and the cost to the voters is really insignificant.

Mr. Rich Carter – 74 Talent Road – Is the Road in compliance with the town requirements and will the project be completed right.



Mr. Gerry DeCosta- To short answer your question, yes. We will have to put in the same size culvert and then raise the road to meet that.

Mr. Rich Carter – My question is in respect to the curve in the road. Is that going to change?

Mr. Gerry DeCosta – The curve in the road will remain the same. The crown will be reestablished.

Susan Seabrook – 18 Bear Run Drive – Will this article have to be amended year to year to be sure that these funds are to be used for this project?

Mr. Frank Byron – No the article will not have to be amended year to year it is the Selectmen job to be sure that these funds are allocated properly.

No further discussion on this article so it will appear on ballot as written.

Article 5. Shall the Town of Litchfield raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$4,179,796.00. Should this article be defeated, the default budget shall be \$4,087,719.00, which is the same as last year, with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA § 40:13, X and XVI, to take up the issue of a revised operating budget only.

Recommended by the Selectmen

Recommended by the Budget Committee

Selectmen George Lambert spoke to the article – The 2009 budget was targeted at a request of our department heads to come in with a level funded budget with the exception of energy costs and salary increases. This amount includes a Police Prosecutor; 3% COLA 13/26 receive step increases, 6 of the 13 from Library, Single Police Cruiser, increase in vehicle fuel and bonding of maintenance.

Selectmen Al Raccio moved to amend the \$4,179,796.00 adding \$24,000 to be applied as such; Equipment Hire by \$20,000; Consultanting by \$4,000.00 for a new total of \$4,203,796.00. Seconded by Selectmen George Lambert.

There were no further questions, on a voice vote, the amendment was passed and the Article will appear on the ballot as **Amended**.

**Amended Article 5.** Shall the Town of Litchfield raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$4,203,796.00. Should this article be defeated, the default budget shall be

\$4,087,719.00, which is the same as last year, with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA § 40:13, X and XVI, to take up the issue of a revised operating budget only.

Article 6. Shall the town adopt the provisions of NH RSA § 37 (Town or Village District Managers) forming a Town Manager form of government, and fix the initial compensation for the position at \$85,000.00 per year (plus benefits), and further to appropriate the sum of \$42,500.00 for salary plus \$14,875.00 for benefits, for the period July 1, 2009 through December 31, 2009 for this purpose?

Recommended by the Selectmen

Recommended by the Budget Committee

Selectmen Andy Santom will speak to the article – This changes the Litchfield form of government. Details contained in RSA 37 which delegates specific duties to the Manager that are not delegated to an Administrator. This provides daily leadership and decision making, improves financial controls. The town government is too large and complex to be handled by only the Board of Selectmen. The town has grown too to continue to be run by a part time Board of Selectmen.

Mr. Bill Spencer – 9 Cranberry Lane – What is the number of towns that are our size that have Town Managers?

Mr. Santom – I believe that it is about 6 or 8.

Mr. Bill Spencer – That number is 10 and they are all bigger than we are. What are the duties that the RSA assigns to the Town Manager?

Mr. Santom – We have a slide. Town Manager is responsible for under RSA; personnel, maintenance of buildings and roads, purchase of supplies, police and fire, sewers and drainage, street lighting, maintenance of parks, care of cemeteries, welfare and contracts.

Mr. Bill Spencer – What responsibility would this person have in respect to police and fire? Aren't they relatively independent departments?

Mr. Frank Byron - This would be more administrative head with respect to budgets and needs are met in terms of selectmen.

Mrs. Susan Seabrook – 18 Bear Run Drive Does the town manager audit our accounts?

Mr. Andy Santom – We have a Town Auditor that handles that.

Mr. Bill Spencer – 9 Cranberry Lane The Treasurer, Town Clerk/Tax Collector do not report to the town manager at this time. So again I see not very many people reporting to this person. Are you going to go to a three person board again?

Mr. Frank Byron – The treasurer and the town clerk/tax collector would answer to this person in respect to budgets and as for the three member board that is really the

decision of the voters. My point of view I think you have a better chance of the right answer with 5 rather than 3.

Mr. Phil Reed- 7 Forest Lane I rise to speak in favor of this article. We need to move forward with this operation.

Mrs. M. Patricia Jewett – Jeff Lane I did a lot of research and I would like to make an amendment to the Town Manager article. The person that gets the job as town manager must have had at least 2 years of success as a Town Administrator or Manager or a combination of the two positions in Town or City Government. Seconded by Bill Spencer for discussion.

Attorney David Lefevre – This can be an advisory amendment only

Purposed amendment is defeated by voice vote.

Further discussion on original article.

Mr. Bill Spencer – Could some of those duties of Town Manager be delegated to Town Administrator?

Mr. Andy Santom – Yes we could do that

Mr. Bill Spencer – That is my only point, that is not an issue my opinion. It's just a matter of what you delegate to that administrator to do clearly they need someone in the town hall.

Mrs. Ann Moody – Garden Drive Is this one position or two?

Mr. Andy Santom- This is one position.

Mrs. Ann Moody – Looking at position and pay per year is this something we can afford? Can we pay less?

Mr. Andy Santom – If we pay much less we will get what we pay for and we have already been in that position.

Moderator Mr. John Regan – Do we already have a town administrator?

Mr. Andy Santom – No we have an administrative assistant to the selectmen

Moderator Mr. John Regan – Does that position stay on?

Mr. Andy Santom – Yes and there is an opening for that position that is currently being advertised.

Mr. Jason Gurette - Perry Court I would like a better substantial reason for paying this person \$85,000.



Mrs. Susan Seabrook – 18 Bear Run Could this person be hired with a particular salary scale? Will this person also have step increases every year?

Mr. Andy Santom – We gathered all of our information for this position on the Local Government Centers web site where it list the towns with populations. The amount that we picked was based on that information.

Mr. Frank Byron – All Town employees go on a pay scale.

Mr. George Lambert – To answer the question how can we afford this, we can't afford not to! Things are not getting done.

Mr. Bill Spencer – 9 Cranberry Lane Town Manager would not be a contract employee?

Attorney David Lefevre – If the selectmen wanted to do that they could.

Mr. Bill Spencer – Can we fire a Town Manager?

Attorney David Lefevre – For Cause only.

Mr. Bill Spencer – Can we fire a Town Administrator?

Attorney David Lefevre – yes they are an at will employee.

Mr. Richard Riley – Has the board looked into the pay ranges for a Manager vs. a Town Administrator?

Mr. Andy Santom – Yes the pay range is not much different

Mr. Frank Byron – We chose a town manager vs. town administrator so that we could give up the responsibility rather than delegate.

Mr. Jason Gurette – Perry Court – I feel more comfortable testing this out as a town administrator position than giving up all to a Town Manager.

Mr. John Poulos – 56 Old Stage Road – I would like to make an amendment Seconded by Jason Gurette.

**Amended Article 6** - Shall the town adopt the provisions of NH RSA § 37 (Town or Village District Managers) forming a Town Manager form of government, and fix the initial compensation for the position at no more than \$85,000.00 per year (plus benefits), and further to appropriate the sum at no more than \$42,500.00 for salary plus at no more than \$14,875.00 for benefits, for the period July 1, 2009 through December 31, 2009 for this purpose?

There were no further questions, on a voice vote, the amendment was passed and the Article will appear on the ballot as **Amended**.

Article 7. To see if the town will vote to raise and appropriate the sum of \$253,378.00 for the design and construction of a drainage system located at Winter Circle; \$165,394.00 of this amount will come from a FEMA grant with the balance of \$87,984.00 to be appropriated from the Highway Block Grant Fund and no money appropriated through taxation. This appropriation shall be non-lapsing per RSA § 32:7, VI and will not lapse until the work is completed or December 31, 2013.

Recommended by the Selectmen                      Recommended by the Budget Committee

Selectmen Al Raccio will speak to article – I want to express that there is NO COST TO THE TOWNS PEOPLE!

Don Gallant 6 Winter Circle – Why does this have to be a warrant article?

Mr. Al Raccio – We need to word these articles as the Department of Revenue and the State want us to.

Mr. Bill Spencer – 9 Cranberry Lane – I would like to make an amendment to this article. Seconded by Don Gallant.

**Amended Article 7** To see if the town will vote to raise and appropriate the sum of \$253,378.00 for the design and construction of a drainage system located at Winter Circle; \$165,394.00 of this amount will come from a FEMA grant with the balance of \$87,984.00 to be appropriated from the Highway Block Grant Fund and no money appropriated through taxation. This appropriation shall be non-lapsing per RSA § 32:7, VI and will not lapse until the work is completed or December 31, 2013.

Appropriation	\$253,378.00
FEMA	\$165,394.00
Block Grant	\$ 87,984.00

**NET COST TO TAXPAYER \$0.00**

There were no further questions, on a voice vote, the amendment was passed and the Article will appear on the ballot as **Amended**.

Article 8. Shall the town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State County and Municipal Employees which provides for the following increases in wages and benefits;

2008	\$23,111.00
2009	\$40,804.00
2010	\$45,886.00

And further, to raise and appropriate the sum of \$63,915.00 for the 2008 and 2009 fiscal years, such sum representing the additional cost attributable to the increase in salaries and benefits over those of the appropriation at the current staffing levels, paid in the prior fiscal year. This collective bargaining agreement covers full and part time patrol officers and full and part time dispatchers.



Recommended by the Selectmen

Recommended by the Budget Committee

Mr. Andy Santom and Frank Byron will speak to the article. The Police Contract expired over a year ago. Increase death insurance from \$25,000 to \$100,000; Shift differential for the midnight shift; Better definition of call in pay; Field training pay; 3% COLA for 8 eligible employees.

No further discussion on this article so it will appear on ballot as written.

Open Discussion – Mr. Brent Lemire- I would like to recognize Brian McCue he is not going to be returning next year and I would like to thank him for his years of service. Susan Seabrook – I want to Thank the Board of Selectmen for their efforts during the ice storm, they were all there all of the time. Chief Tom Schofield – Fire fighter of the year award this year goes to Fire Fighter Jeffrey Newell. CONGRATULATIONS!

Article 9. To see if the town will vote to raise and appropriate the sum of \$26,642.00 to hire one (1) full time police officer effective July 5, 2009. The cost for the period of July 5, 2009 through December 31, 2009 is \$26,642.00, of which \$18,442.00 is for salary and \$56,989.00 of which \$39,957.00 will be for salary and \$17,032.00 will be for benefits and equipment.

Recommended by the Selectmen

Recommended by the Budget Committee

Mr. Andy Santom will speak to the article – This will provide for 2 full time officers around the clock. Chief O'Brien also did a short presentation to support this article. Many residents spoke in support of this article.

No further discussion on this article so it will appear on ballot as written.

Article 10. Shall the Town vote to raise and appropriate the sum of \$13,000.00 (gross budget) to cover the costs associated with sending one firefighter for paramedic training?

Recommended by the Selectmen

Recommended by the Budget Committee

Mr. Andy Santom will speak to the Article – This will provide lifesaving services to the Fire Department. It will allow for emergency personnel to commence treatment on the scene and it may make a significant difference in the outcome of the patient. Chief Schofield also did a presentation to further support the article. Many residents spoke in support of the article.

No further discussion on this article so it will appear on ballot as written.

Article 11. Shall the town vote to require that all votes of an advisory budget committee, budget committee and the governing body relative to the budget items or warrant articles shall be recorded votes and the numerical tally of any such votes

shall be printed in the town warrant next to the affected warrant article as specified in NH RSA § 32:5, V-a?

Recommended by the Selectmen

Mr. Frank Byron will speak to the article – This article provides actual vote of individuals on the board.

Mr. Bill Spencer – 9 Cranberry Lane – I would like to make an amendment to the article so that it reads the same as the school ballot. Seconded by Mrs. Spencer

**Amended Article 11** Shall the town vote to require that all votes by the budget committee and the board of selectmen relative to the budget items or warrant articles shall be recorded votes and the numerical tally of any such votes shall be printed in the town warrant next to the affected warrant article as specified in NH RSA § 32:5, V-a?

There were no further questions, on a voice vote, the amendment was passed and the Article will appear on the ballot as **Amended**.

Article 12. Shall the town of Litchfield vote to allow the Town Clerk/Tax Collector to accept credit card payments pursuant to RSA 80:52-c for the collection of local taxes, charges generated by the laws of utility services, or other fees. The Town will add to the amount due, in addition to any interest and penalties payable, a service charge for the acceptance of the card. The Board of Selectmen in coordination with the Town Clerk/Tax Collector may adopt rules and regulations regarding the collection procedure.

Recommended by the Selectmen

Mr. George Lambert will speak to the article – This allows the town to accept credit cards for payment of taxes, etc. The town will not be charged a fee for this service. The individual using the credit card will be assessed an additional fee of 2- 3% for use of the card. This allows citizens the convenience of paying with credit card.

No further discussion on this article so it will appear on ballot as written.

Article 13. To see if the Town will vote to establish a Fire Department Special Detail Revolving Fund pursuant to RSA § 31:95-h (c). All revenues received from fees, charges, or other income derived from Fire Department special details shall be deposited into the Fund, and the money shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general surplus. The Town Treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the Board of Selectmen, and no further approval of the Town Meeting shall be required to expend. These funds may be expended only for purposes of Fire Department special details and associated operation and administrative purposes.

Recommended by the Selectmen

Recommended by the Budget Committee

Mr. Al Raccio and Chief Schofield will speak to the account – This eliminates the need for the town to raise money through taxation for fire special details. This will not cost the town to fund through the collection of taxes.

No further discussion on this article so it will appear on ballot as written.

Mr. Lemire – The town portion of the budget this year is estimated to go down approximately 2 or 3 cents per thousand with all the warrant articles.

Article 14. To see if the town will vote to discontinue the elected office of highway agent, and to authorize the selectmen to appoint the highway agent. Which appointment shall be for a term of one (1) year. The current highway agent shall continue to hold the office until the 2010 annual town meeting election, at which time the elected office shall terminate if adopted, the authority of the selectmen to appoint the highway agent shall continue in effect until changed by a majority vote at an annual or special town meeting.

By Petition. Not recommended by the Selectmen.

Sponsored by John Latsha – not present. Mr. Andy Santom will speak to the article. The board does not support this article. If we appoint a road agent he does not have to be from Litchfield.

Mr. George Lambert – I am in support of this article.

Mr. Bill Spencer – I would like to make an amendment to this article similar to last year. Seconded Mrs. Spencer

**Amended Article 14** – To see if the Town will vote to direct the Board of Selectmen to investigate changing the position of Road Agent to a position appointed by the Board of Selectmen and to report back to the 2010 Town Meeting.

There were no further questions, on a standing vote the article passes 34 to 25, the Article will appear on the ballot as **Amended**.

Article 15. Shall the Town adopt the provisions of NH RSA 79 F (TAXATION OF FARM STRUCTURES AND LAND UNDER FARM STRUCTURES), to encourage the reservation of productive farms and associated structures and prevent the loss of farms and their associated structures due to property taxation at values incompatible with their usage. By Petition. Not recommended by the Selectmen.

The Board of Selectmen is unable to determine the financial impact of the community.

Mr. George Lambert as a citizen is sponsoring this petition. We are trying to support the preservation of farm land as is the State Legislation.

Mr. Jason Gurette – Perry Court we really need a number to go along with this warrant article



Mr. Bill Spencer 9 Cranberry Lane - A couple of years ago we had a petition article like this and it cost the tax payer \$80,000. I also would like to see a price tag attached to this.

Mr. Frank Byron – We as a Board are in favor of supporting our farms we do not want to put in place a warrant article when we are not sure of the implications.

Mr. Bill Spencer – I would like to amend this warrant article – Seconded by Pat Jewett

**Amended Article 15** – To see if the Town will vote to direct the Board of Selectmen to investigate the adoption of the provisions of NH RSA 79 F (TAXATION OF FARM STRUCTURES AND LAND UNDER FARM STRUCTURES), to encourage the reservation of productive farms and associated structures and prevent the loss of farms and their associated structures due to property taxation at values incompatible with their usage and to report back to the 2010 Town Meeting.

There were no further questions, on a voice vote the article passes, the Article will appear on the ballot as **Amended**.

With no further questions or business to discuss at 5: 45 p.m. voting day will be on March 10, 2009 from 7 a.m. to 7 p.m.

Mr. John Regan made a motion to adjourn. Seconded by Frank Byron. Motion carried by voice vote.

A true record of business conducted at the Deliberative Session, attest:

Theresa L. Briand  
Town Clerk



BUDGET OF THE TOWN  
WITH A MUNICIPAL BUDGET COMMITTEE

OF: LITCHFIELD

BUDGET FORM FOR TOWNS WHICH HAVE ADOPTED  
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

Appropriations and Estimates of Revenue for the Ensuing Year January 1, 2009 to December 31, 2009

or Fiscal Year From \_\_\_\_\_ to \_\_\_\_\_

**IMPORTANT:**

Please read RSA 32:5 applicable to all municipalities.

1. Use this form to list the operating budget and all special and individual warrant articles in the appropriate recommended and not recommended area. All proposed appropriations must be on this form.

2. Hold at least one public hearing on this budget.

3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the town clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

This form was posted with the warrant on (Date): January 23, 2009

**BUDGET COMMITTEE**

*Please sign in ink.*

*[Handwritten signatures: Robert L. Lerner, [unclear], [unclear], [unclear], Paul D. Parker]*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS BUDGET SHALL BE POSTED WITH THE TOWN WARRANT**

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)271-3397

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED)	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (NOT RECOMMENDED)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year NOT RECOMMENDED
GENERAL GOVERNMENT								
4130-4139	Executive		100,794	123,689	87,542	8,638	96,180	XXXXXXX
4140-4149	Election,Reg.& Vital Statistics		92,174	90,276	96,370		96,370	XXXXXXX
4150-4151	Financial Administration		311,354	356,076	340,708		336,808	3,900
4152	Revaluation of Property							
4153	Legal Expense		72,600	117,251	81,000		81,000	
4155-4159	Personnel Administration		241,953	246,967	256,097		256,097	
4191-4193	Planning & Zoning		67,404	66,360	67,369		67,269	100
4194	General Government Buildings		54,014	57,138	63,525		61,809	1,716
4195	Cemeteries		1,650	1,600	1,850		1,850	
4196	Insurance			47,936	47,336	600	47,936	
4197	Advertising & Regional Assoc.							
4199	Other General Government		35,000	79,579	35,000		35,000	
PUBLIC SAFETY								
4210-4214	Police		1,045,389	1,067,581	1,139,340		1,092,691	46,649
4215-4219	Ambulance		35,000	31,227	35,000		35,000	
4220-4229	Fire		565,868	567,752	596,453		596,453	
4240-4249	Building Inspection		101,495	56,851	84,964		84,764	200
4290-4298	Emergency Management			34,915	15,100		15,100	
4299	Other (Including Communications)		26,000					
AIRPORT/AVIATION CENTER								
4301-4309	Airport Operations							XXXXXXX
HIGHWAYS & STREETS								
4311	Administration		24,178	38,097	68,216		21,166	47,050
4312	Highways & Streets		678,030	536,284	451,946		451,946	
4313	Bridges							



1 2 3 4 5 6 7 8 9

ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)		OP Bud. Warr. Art.#		Appropriations Prior Year As Approved by DRA		Actual Expenditures Prior Year		SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED)		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED		NOT RECOMMENDED	
	HIGHWAYS & STREETS cont.		XXXXXXX		XXXXXXX		XXXXXXX		XXXXXXX		XXXXXXX		XXXXXXX	
4316	Street Lighting				12,000		17,406		13,000		13,000			
4319	Other													
SANITATION														
4321	Administration				75,536		81,629		79,566		78,566		1,000	
4323	Solid Waste Collection													
4324	Solid Waste Disposal				310,496		318,017		330,937		308,999		21,938	
4325	Solid Waste Clean-up													
4326-4329	Sewage Coll. & Disposal & Other													
WATER DISTRIBUTION & TREATMENT														
4331	Administration													
4332	Water Services													
4335-4339	Water Treatment, Conserv.& Other													
ELECTRIC														
4351-4352	Admin. and Generation													
4353	Purchase Costs													
4354	Electric Equipment Maintenance													
4359	Other Electric Costs													
HEALTH/WELFARE														
4411	Administration				32,140		29,938		31,996		30,571		1,425	
4414	Pest Control				19,127		17,971		18,053		17,688		365	
4415-4419	Health Agencies & Hosp. & Other				11,495		11,495		11,495		13,495			
4441-4442	Administration & Direct Assist.													
4444	Intergovernmental Welfare Pymnts													
4445-4449	Vendor Payments & Other				30,000		16,632		41,500		41,500			

1	2	3	4	5	6	7	8	9
PURPOSE OF APPROPRIATIONS (RSA 32:3.V)		OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED) (NOT RECOMMENDED)		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED NOT RECOMMENDED	
ACCT.#								
CULTURE & RECREATION								
4520-4529	Parks & Recreation		100,733	77,374	87,285		87,285	
4550-4559	Library		167,080	167,164	177,024		176,510	514
4583	Patriotic Purposes		1,495	1,297	745	4,000	4,745	
4589	Other Culture & Recreation		42,603	35,771	26,250		26,250	
CONSERVATION								
4611-4612	Admin. & Purch. of Nat. Resources		3,907	3,029	3,747		3,747	
4619	Other Conservation							
4631-4632	REDEVELOPMNT & HOUSING							
4651-4659	ECONOMIC DEVELOPMENT							
DEBT SERVICE								
4711	Princ. - Long Term Bonds & Notes							
4721	Interest-Long Term Bonds & Notes							
4723	Int. on Tax Anticipation Notes		1		1		1	
4790-4799	Other Debt Service							
CAPITAL OUTLAY								
4901	Land							
4902	Machinery, Vehicles & Equipment							
4903	Buildings							
4909	Improvements Other Than Bldgs.							
OPERATING TRANSFERS OUT								
4912	To Special Revenue Fund							
4913	To Capital Projects Fund							
4914	To Enterprise Fund							
	Sewer-							
	Water-							



1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3.V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (RECOMMENDED)	(NOT RECOMMENDED)	BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year RECOMMENDED	NOT RECOMMENDED
OPERATING TRANSFERS OUT cont.								
	Electric-							
	Airport-							
4915	To Capital Reserve Fund *							
4916	To Exp. Tr.Fund-except #4917 *							
4917	To Health Maint. Trust Funds *							
4918	To Nonexpendable Trust Funds							
4919	To Fiduciary Funds							
OPERATING BUDGET TOTAL			4,307,452	4,297,302	4,289,415	15,238	4,179,796	124,857

\* Use special warrant article section on next page.





1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Estimated Revenues Prior Year	Actual Revenues Prior Year	Estimated Revenues Ensuing Year
<b>TAXES</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3120	Land Use Change Taxes - General Fund				
3180	Resident Taxes				
3185	Timber Taxes		2,750		1,800
3186	Payment in Lieu of Taxes		28,094	28,982	29,000
3189	Other Taxes				
3190	Interest & Penalties on Delinquent Taxes		27,100	46,580	51,500
	Inventory Penalties				
3187	Excavation Tax (\$.02 cents per cu yd)		2,463	2,276	2,463
<b>LICENSES, PERMITS &amp; FEES</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3210	Business Licenses & Permits		96,830	108,769	111,730
3220	Motor Vehicle Permit Fees		1,000,000	1,310,234	1,231,000
3230	Building Permits		35,000	22,768	19,385
3290	Other Licenses, Permits & Fees		35,890	37,043	31,620
3311-3319	<b>FROM FEDERAL GOVERNMENT</b>	7	400	140,926	165,394
<b>FROM STATE</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3351	Shared Revenues		38,538	38,538	38,538
3352	Meals & Rooms Tax Distribution		375,931	375,931	360,000
3353	Highway Block Grant		170,691	170,110	170,691
3354	Water Pollution Grant				
3355	Housing & Community Development				
3356	State & Federal Forest Land Reimbursement		335	4,944	335
3357	Flood Control Reimbursement				
3359	Other (Including Railroad Tax)		75	56	50
3379	<b>FROM OTHER GOVERNMENTS</b>				
<b>CHARGES FOR SERVICES</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3401-3406	Income from Departments		50,000	73,020	60,186
3409	Other Charges				
<b>MISCELLANEOUS REVENUES</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3501	Sale of Municipal Property				
3502	Interest on Investments		95,000	95,408	75,000
3503-3509	Other		7,081	7,359	6,201
<b>INTERFUND OPERATING TRANSFERS IN</b>			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3912	From Special Revenue Funds	4/7			287,984
3913	From Capital Projects Funds				

1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Estimated Revenues Prior Year	Actual Revenues Prior Year	Estimated Revenues Ensuing Year
INTERFUND OPERATING TRANSFERS IN cont.			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3914	From Enterprise Funds				
	Sewer - (Offset)				
	Water - (Offset)				
	Electric - (Offset)				
	Airport - (Offset)				
3915	From Capital Reserve Funds				
3916	From Trust & Fiduciary Funds				
3917	Transfers from Conservation Funds				
OTHER FINANCING SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3934	Proc. from Long Term Bonds & Notes	4			807,704
	Amounts VOTED From F/B ("Surplus")				
	Fund Balance ("Surplus") to Reduce Taxes				
TOTAL ESTIMATED REVENUE & CREDITS			1,966,178	2,462,944	3,450,581

**\*\*BUDGET SUMMARY\*\***

	PRIOR YEAR ADOPTED BUDGET	SELECTMEN'S RECOMMENDED BUDGET	BUDGET COMMITTEE'S RECOMMENDED BUDGET
Operating Budget Appropriations Recommended (from pg. 5)	4,307,452	4,289,415	4,179,796
Special Warrant Articles Recommended (from pg. 6)	67,000	1,272,082	1,272,082
Individual Warrant Articles Recommended (from pg. 6)		160,932	160,932
TOTAL Appropriations Recommended	4,374,452	5,722,429	5,612,810
Less: Amount of Estimated Revenues & Credits (from above)	1,966,178	3,450,581	3,450,581
Estimated Amount of Taxes to be Raised	2,408,274	2,271,848	2,162,229

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18: 459,410  
 (See Supplemental Schedule With 10% Calculation)



**BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE**  
(For Calculating 10% Maximum Increase)  
(RSA 32:18, 19, & 32:21)

**VERSION #2: Use if you have Collective Bargaining Cost Items**

LOCAL GOVERNMENTAL UNIT: LITCHFIELD FISCAL YEAR END 2009

Col. A

	RECOMMENDED AMOUNT		
1. Total <b>RECOMMENDED</b> by Budget Committee (see budget MS7, 27, or 37)	5,612,810		
LESS EXCLUSIONS:			
2. Principal: Long-Term Bonds & Notes			
3. Interest: Long-Term Bonds & Notes	11,000		
4. Capital Outlays Funded From Long-Term Bonds & Notes per RSA 33:8 & 33:7-b	1,007,704		
5. Mandatory Assessments			
6. TOTAL EXCLUSIONS (Sum of rows 2-5)	< 1,018,704 >		
7. Amount <b>recommended</b> less recommended exclusion amounts (Line 1 less Line 6)	4,594,106		
8. Line 7 times 10%	459,410		
9. Maximum allowable appropriation prior to vote (Line 1 + 8)	6,072,220		
10. Collective Bargaining Cost Items, RSA 32:19 & 273-A:1, IV, (Complete Col. A prior to meeting & Col. B and Col. C at meeting)	Cost items recommended	Cost items voted	Amt. voted above recommended
	63,915		

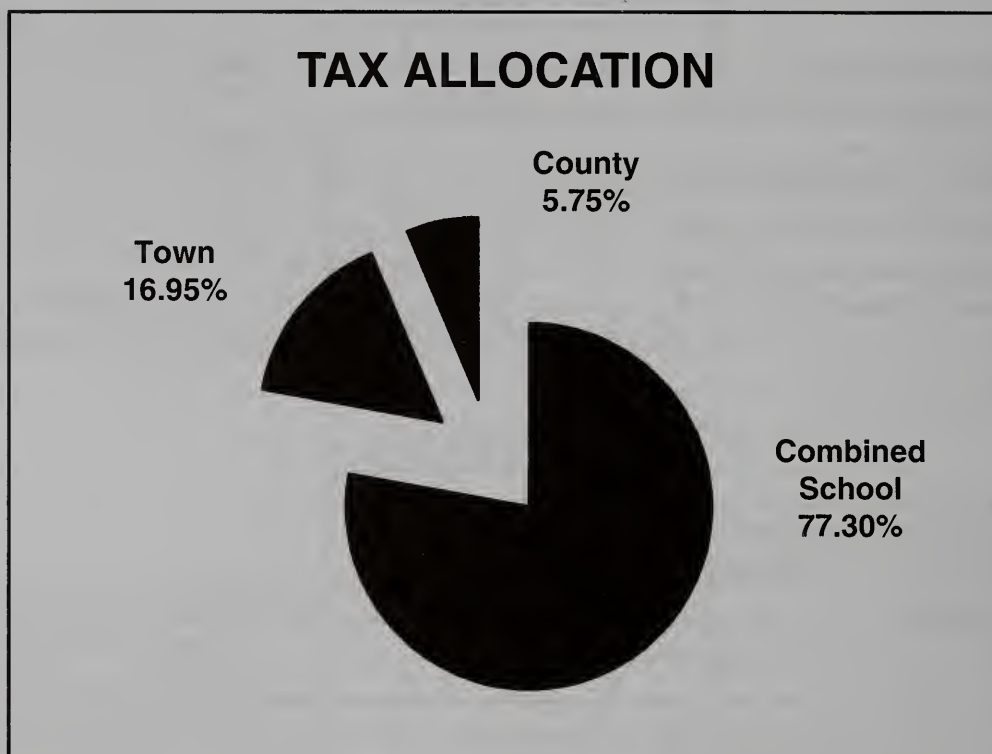
MAXIMUM ALLOWABLE APPROPRIATIONS VOTED  
At meeting, add Line 9 + Column C. \$ \_\_\_\_\_

Line 8 plus any amounts in Column C (amounts voted above recommended) is the allowable increase to budget committee's recommended budget. Enter this amount on the bottom of the posted budget form, MS7, 27, or 37.

Please attach a copy of this completed supplemental schedule to the back of the budget form.

## 2008 TAX RATE

School	\$10.32
Town	2.71
County	0.92
	<u>\$13.95</u>
State School Effort	2.04
Combined Tax Rate	<u>\$15.99</u>



Property assessed at \$300,000 has a resulting tax bill of \$4,797.00 which represents payment for each of the governmental units:

School	\$3,708.00
Town	813.00
County	276.00
	<u>\$4,797.00</u>

**2008 SUMMARY INVENTORY**

## Residential And Commercial Valuations:

Residential Land	\$368,109,100	
Commercial Land	12,785,600	
Conservation Restriction Land at Current Use Value	2,129	
Current Land Use Values	501,480	\$381,398,309
Residential Buildings	\$524,543,100	
Manufactured Housing	7,134,200	
Commercial Buildings	18,828,500	550,505,800
Gross Taxable Valuation		\$931,904,109
Less:		
Blind Exemptions	\$ 60,000	
Elderly Exemptions	2,842,150	
Physically Handicapped Improvement Exemptions	82,600	\$ 2,984,750
Net Taxable Valuation		\$928,919,359
Gross Property Taxes at Total Rate (15.99)		\$ 14,853,421
Less War Service Exemptions		(100,100)
Net Property Taxes		\$ 14,753,321
Utility Valuations:		
Public Water Utility	\$ 3,773,800	
Gas Utility	461,300	
Electric Utility	23,626,200	
Total Valuations		\$ 27,861,300
Utility Tax Commitment at Modified Rate (13.95)		388,665
Total Property Tax Commitments		\$ 15,141,986
Total Tax Exempt & Non-Taxable Property		\$ 48,489,700



## TAX COLLECTOR'S REPORT

For the Municipality of LITCHFIELD Year Ending 12/31/2008

### DEBITS

UNCOLLECTED TAXES AT THE BEGINNING OF THE YEAR*		LEVY FOR YEAR	PRIOR LEVIES		
		2008	2007	2006	2005+
Property Taxes	#3110	XXXXXX	\$ 499,135.61	\$ 0.00	\$ 0.00
Resident Taxes	#3180	XXXXXX	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	XXXXXX	\$ 78,000.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	#3185	XXXXXX	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	XXXXXX	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	#3189	XXXXXX	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes		XXXXXX	\$ 0.00	\$ 0.00	\$ 0.00
Prior Years' Credits Balance**		( \$ 670.42 )			
This Year's New Credits		( \$ 17,260.21 )			

### TAXES COMMITTED THIS FISCAL YEAR

Property Taxes	#3110	\$ 15,154,312.00	\$ 0.00
Resident Taxes	#3180	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	\$ 0.00	\$ 0.00
Timber Yield Taxes	#3185	\$ 580.16	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	\$ 2,276.24	\$ 0.00
Utility Charges	#3189	\$ 0.00	\$ 0.00
Betterment Taxes		\$ 0.00	\$ 0.00

### FOR DRA USE ONLY

### OVERPAYMENT REFUNDS

Property Taxes	#3110				
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Credits Refunded		\$ 16,643.21			
Interest - Late Tax	#3190	\$ 6,624.99	\$ 36,464.93	\$ 0.00	\$ 0.00
Resident Tax Penalty	#3190	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL DEBITS</b>		<b>\$ 15,162,505.97</b>	<b>\$ 613,600.54</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

\*This amount should be the same as the last year's ending balance. If not, please explain.

\*\*Enter as a negative. This is the amount of this year's taxes pre-paid last year as authorized by RSA 80:52-a.

\*\*The amount is already included in the warrant and therefore in line #3110 as a positive amount for this year's levy.

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)271-3397

TAX COLLECTOR'S REPORT

For the Municipality of LITCHFIELD Year Ending 12/31/2008

CREDITS

REMITTED TO TREASURER	LEVY FOR YEAR	PRIOR LEVIES		
	2008	2007	2006	2005+
Property Taxes	\$ 14,535,571.72	\$ 346,993.57	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 0.00	\$ 78,000.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest & Penalties	\$ 6,624.99	\$ 36,464.93	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 2,276.24	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Converted To Liens (Principal only)	\$ 0.00	\$ 152,142.04	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Discounts Allowed	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Prior Year Overpayments Assigned	( \$ 670.42 )			

ABATEMENTS MADE

Property Taxes	\$ 11,333.00	\$ 0.00	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CURRENT LEVY DEEDED	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

UNCOLLECTED TAXES -- END OF YEAR #1080

Property Taxes	\$ 607,407.28	\$ 0.00	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 580.16	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Property Tax Credit Balance*	( \$ 617.00 )	xxxxxx	xxxxxx	xxxxxx
TOTAL CREDITS	\$ 15,162,505.97	\$ 613,600.54	\$ 0.00	\$ 0.00

\*Enter as a negative. This is the amount of taxes pre-paid for next year as authorized by RSA 80:52-a.  
(Be sure to indicate a positive amount in the Property Taxes actually remitted to the treasurer.)

TAX COLLECTOR'S REPORT

For the Municipality of LITCHFIELD Year Ending 12/31/2008

DEBITS

UNREDEEMED & EXECUTED LIENS	2008	PRIOR LEVIES		
		2007	2006	2005+
Unredeemed Liens Beginning of FY		\$ 0.00	\$ 75,168.23	\$ 21,425.25
Liens Executed During FY	\$ 0.00	\$ 167,061.72	\$ 0.00	\$ 0.00
Unredeemed Elderly Liens Beg. of FY		\$ 0.00	\$ 0.00	\$ 0.00
Elderly Liens Executed During FY	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest & Costs Collected	\$ 0.00	\$ 3,690.47	\$ 12,122.99	\$ 6,304.06
TOTAL LIEN DEBITS	\$ 0.00	\$ 170,752.19	\$ 87,291.22	\$ 27,729.31

CREDITS

REMITTED TO TREASURER		2008	PRIOR LEVIES		
			2007	2006	2005+
Redemptions		\$ 0.00	\$ 69,224.29	\$ 53,023.75	\$ 21,425.25
Interest & Costs Collected	#3190	\$ 0.00	\$ 3,690.47	\$ 12,122.99	\$ 6,304.06
Abatements of Unredeemed Liens		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Liens Deeded to Municipality		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Unredeemed Liens End of FY	#1110	\$ 0.00	\$ 97,837.43	\$ 22,144.48	\$ 0.00
Unredeemed Elderly Liens End of FY		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL LIEN CREDITS		\$ 0.00	\$ 170,752.19	\$ 87,291.22	\$ 27,729.31

Does your municipality commit taxes on a semi-annual basis (RSA 76:15-a) ? \_\_\_\_\_

TAX COLLECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Theresa L. Briand



# Town Clerk's Report

## January 1, 2008 through December 31, 2008

Disposal Fees	\$2,217.00
Dogs Licenses	
1,456 Regular	\$9,902.50
7 Group	\$140.00
69 Senior	\$138.00
2 Guide	N.C.
Duplicate Tags	\$5.50
Fines and Penalties	\$4,138.00
Dump Permits	\$0.00
Dredge & Fill Permits	\$0.00
Election Materials	
Candidate Filing Fees	\$46.00
Voter Checklists	\$116.00
Incorporation Filings	\$10.00
Motor Vehicles Registrations	
9,705 Regular	\$1,255,980.00
10 Military	n.c.
2 Municipal	n.c.
E-Reg	\$1,146.45
Municipal Agent Fees	\$25,918.50
Titles	\$3,292.00
Boats	\$18,926.24
Photocopies	\$72.00
Pole Permits	\$20.00
Postage	\$7,898.22
Hunting & Fishing Licenses	\$1,556.00
Returned-Check Fees	\$1,274.44
UCC's	
Regular Filings	\$1,050.00
IRS Direct-Deposit Filings	\$0.00
Releases	\$0.00
IRS Direct-Deposit Release	\$0.00
Searches	\$0.00
Vital Records	
Marriage Licenses	\$1,260.00
Certified Copies	\$1,416.00
Zoning /Subdivision Manuals	\$0.00
Hawkers Permit	\$200.00
	Included in Office Deposits
	\$1,336,722.85
	Direct-Deposited
	\$0.00
	Total Receipts
	\$1,336,722.85

A true record of Town Clerk receipts, attest:  
Theresa L. Briand, Town Clerk  
January 6, 2009

## TOWN CLERK AND TAX COLLECTOR ANNUAL REPORT

**Motor Vehicle Registrations:** Residents of Litchfield have three options when it comes time to renew registrations. You may come to the office and pay with either cash or checks, surf to [www.litchfield.nh.gov](http://www.litchfield.nh.gov) and renew online using your routing and checking account number (your decals are mailed to you), or renew by mail using checks and the renewal notices sent to you.

Litchfield is on-line with the State of New Hampshire so we are able to register vehicles up to 26,000 pound. We can issue vanity plates and we can renew those late renewals right here in our office.

To register a Title Exempted Vehicle for the first time the law (RSA 261:2-a) requires that *in addition to a bill of sale* a person registering a 1994 Model Year vehicle (or older) must present additional documentation on the vehicle. The owner must present one of the following additional documents: a previously issued NH Registration (a photocopy is okay), a valid NH or Out of State Title (a photocopy is okay), or a completed "Verification of Vehicle Identification" form (Form 19A) which can be obtained from the Town Clerk's office, Police Department, or a local inspection station.

Inspection stickers for a vehicle renewal need to be in place by the 10th day of the following month of your renewal due date. Late renewals do not get a 10-day grace period. Every trailer and semi-trailer (including campers) with a registered weight of 3,001 pounds or greater shall be inspected (Saf-C 3209.06). Campers and motorcycles are to be inspected by July 1 of each year and will get a sticker with a number 6. All other trailers, such as utility trailers or snowmobile trailers, are inspected by birth month like regular vehicle registrations.

Internet users can go to the Department of Motor Vehicle site: [www.egov.nh.gov/platecheck/pass.asp](http://www.egov.nh.gov/platecheck/pass.asp) to check for initial plate availability. State of NH Motor Vehicle Agency phone numbers are: NH Title Bureau: 271-3111, Concord Motor Vehicle Registration: 271-2251, Walking Disability Desk: 271-2275, & TTD (hearing impaired): 1-800-735-2964. Driver licensing is done in Manchester, Milford, Salem or Concord.

**Elections:** There is one election in March this year. Voting is the most fundamental right in a democracy because it is through voting that citizens protect all other rights by carefully selecting the public servants who guide and direct our self-governance. You can come to the Town Clerk's office to register to vote. You may also register to vote on Election Day. You are eligible to vote if you are 18 years of age or older on Election Day, are a US citizen and are domiciled in New Hampshire. A person can have several residences, but may have only one voting domicile. You have to provide your driver license or social security card at the time of registration. If you

are currently on the checklist please check to update your information. Voter registration cards are now required by the State of NH to show place of birth and driver's license or social security number. Any change of address, name change, or party affiliation change should be updated with the Supervisors.

**Vital Records:** The fee for a marriage license is \$45.00. This past year there was one ceremony at the Town Office immediately after the marriage the license was issued! There is a fee of \$12.00 for the first copy of a death, birth or marriage certificate and \$8.00 each for extra copies.

**Dogs:** There were 1,572 dogs licensed in 2008. **DOG TAGS EXPIRE APRIL 30 OF EACH YEAR.** Resident's can renew dog licenses starting January 5th. This year the Town Clerk will be at the annual Rabies Clinic to issue dog licenses. If you show the rabies certificate from the previous year the Vet can administer a 3-year rabies shot instead of the 1-year shot. There is a minimum of a \$25.00 fine for failure to register your dog in a timely manner plus monthly late charges. **If you no longer have your dog please drop us a quick note to let us know. IMPORTANT:** Review your previous license to make sure that your dog's rabies vaccination is up-to-date. If you cannot find your vaccination certificate or license from 2007 call the office and we can research your records. You may renew your dog's license via the mail as long as the rabies vaccine is up to date. To register by mail please include: a check made payable to the Town of Litchfield (**NO CASH PLEASE**), and a self-addressed-stamped envelope for return of your new license and dog tag.

License fees: Puppies (3-7 months) or spayed/neutered over 7 months	\$6.50
Male / Female (not spayed/neutered)	\$9.00
Senior owner (over 65)	(for one dog) \$2.00

**NH Hunting and Fishings Licenses:** January 2008 the Town Clerks office started issuing New Hampshire Hunting and/or Fishing License.

**Town Clerk/Tax Collector News:** As Town Clerk/Tax Collector for the Town of Litchfield, I completed my fourth year in the state certification program. At that time I graduated as a NH Certified Town Clerk/Tax Collector. It is a pleasure and honor to be a resident and public servant for Litchfield. I am very proud of where I grew up and currently reside and happy to represent Litchfield at the meetings and conferences that I am required to attend throughout New Hampshire.

<b><u>Tax Collector Lien/Deed Calendar for 2009</u></b> <i>*Dates and fees subject to change</i>		
Dec.-2008	Delinquent notice of all taxes owed	No charge
Jan.-2009	Notice of impending lien certified to property owners	\$18.00
	2nd or subsequent parcel	\$ 2.00
April-2009	Notice of impending tax deed certified to property owners	\$16.00



Feb. 12, 2009	Execution of Tax Lien	\$18.50
	2nd or subsequent parcel	\$ 8.00
Feb.-2009	Identifying mortgagee holders (for Liens)	\$13.00
Feb.-2009	Notice of executed tax lien to mortgagee holders	\$16.00
April-2009	Identifying mortgagee holders (for Deeding)	\$18.00
April-2009	Notice of impending tax deed to mortgagee holders	\$16.00
May 18, 2009	Execution of Tax Deed	\$10 plus recording fees

**Town Clerk / Tax Collector Office Hours:**

Monday 10:00 AM to 6:00 PM

Tuesday – Friday 7:30 AM to 3:00 PM

Address: 2 Liberty Way, Suite 3, Litchfield, NH 03052

Phone: (603) 424-4045

Fax: (603) 424-8154

Email: [txcollector4u@yahoo.com](mailto:txcollector4u@yahoo.com)

**Town Clerk/Tax Collector Office Calendar for 2009** *\*dates subject to change*

January 1, & 2, 2009	CLOSED – NEW YEAR’S
January 19, 2009	CLOSED – Martin Luther King – State Offices Closed
February 7, 2009	Deliberative Session – Town Campbell High 2:00 p.m.
February 13, 2009	Tax Lien Execution
February 16, 2009	President’s Day - CLOSED
March 10, 2009	Town Election Day – Office Open
April, 2009	Rabies Clinic
May 18, 2009	Tax Deed Execution
May 25, 2009	Memorial Day-OFFICE CLOSED
July 3, 2009	Independence Day-OFFICE CLOSED
September 7, 2009	Labor Day- OFFICE CLOSED
September, 2009	Annual Town Clerk conference- OFFICE OPEN
October, 2009	Annual Tax Collector conference- OFFICE OPEN
November 11, 2008	Veteran’s Day- OFFICE CLOSED
Nov. 26-Nov. 27	Thanksgiving Holiday- OFFICE CLOSED
December 24, 2009	Closing at noon for Christmas Eve
December 25, 2009	Christmas day- OFFICE CLOSED
December 31, 2009	Closing at Noon

**Respectfully Submitted**

**Theresa L. Briand, Town Clerk/Tax Collector**

The Litchfield Board of Selectmen has received the following information from the current Town Treasurer as a statement of accounts for inclusion in the annual report. During the course of 2008, the Town of Litchfield was served by three (3) Treasurers:

Mr. Horace Seymour, III (Served from January to March)

Mr. Joseph Stapleton (Served from March to October)

Ms. Sharon Harding-Reed (Served from October to December)

Due to the change in the Treasurer's office, the information presented encompasses the entire year in summary format rather than specific periods. As well, the Treasurer is unable to provide a detailed written report for the entire year.

Regards,

The Litchfield Board of Selectmen

**Town of Litchfield, New Hampshire  
2008 Bank Accounts**

<b>TD Banknorth</b>	
<b>Impact Fees CD</b>	
YTD Interest	\$22,560.92
Ending Balance	\$1,485,321.84
<b>TD Banknorth</b>	
<b>Sub Account CD</b>	
YTD Interest	\$63,266.17
Ending Balance	\$843,237.66
<b>TD Banknorth</b>	
<b>CD</b>	
YTD Interest	\$73,210.69
Ending Balance	\$1,662,472.50
<b>TD Banknorth</b>	
<b>General Fund</b>	
YTD Interest	\$21,973.51
Checking Account Ending Balance	\$512,993.28
Investment/Sweep Ending Balance	\$3,679,474.92
Passbook Accounts	\$ 2,055.21
In transit	\$33,000.00
Cash and Investment Balance, December 31, 2008	\$8,399,566.70



Town of Litchfield, New Hampshire  
2008 Sub Accounts Statement

Project Name	Balance
Cable Equipment	\$4,666.69
Conservation Education	\$3,797.85
Conservation Fund	\$731,552.61
Environment Fund	\$1,064.73
Footbridge Fund	\$16,572.31
Off Site Improvements	\$11,468.80
Office Complex	\$4,122.80
Regional Pandemic Planning	\$2,559.42
Police Forfeiture	\$3,710.70
Recreation Commission	\$9,229.07
D.A.R.E.	\$11,485.13
Police Special Detail	\$307.01
Fire Department Camera Fund	\$4,307.30
SB Recreation Fund	\$18,708.79
Special Funds	\$18,983.01
250th Anniversary	\$701.44
<b>Total</b>	<b>\$843,237.66</b>

Town of Litchfield, New Hampshire  
Escrow Funds  
2008 Statement of Activity

Account Name	Beginning Balance	Deposits and Interest	Withdrawals	Ending Balance
110 Page Road LLC	\$1,218.75	\$2.91	\$282.20	\$939.46
43 Cutler Road LLC	\$333.08	\$0.76	\$289.08	\$44.76
AMP Properties LLC	\$5,506.18	\$2,575.97		\$8,082.15
Annandale Fields Development LLC	\$4,115.80	\$8.58	\$497.81	\$3,626.57
Boucher, Beverly McQuesten	\$3,712.45	\$4.92		\$3,717.37
Building Relationship LLC	\$891.10	\$2.17		\$893.27
Carcon Company	\$878.47	\$2.13		\$880.60
Charbonneau, Richard	\$1,321.29	\$3.22		\$1,324.51
Continental Paving	\$3,828.09	\$9.31		\$3,837.40
Continental Paving Mini Storage	\$3,872.45	\$9.41		\$3,881.86
Continental Paving Quarry	\$5,170.63	\$13.17		\$5,183.20
Continental Paving Quarry Project	\$2,078.04	\$5.05		\$2,083.09
Cooper Financial	\$2,493.83	\$6.06		\$2,499.89
Cooper Financial Site Plan	\$3,179.19	\$7.74		\$3,186.93
Cooper, Mark	\$26,657.17	\$64.83		\$26,722.00
Cutler & Page LLC/Phase 1	\$1,523.62	\$3.70		\$1,527.32
Cutler & Page LLC/Rolling Acres IV	\$608.15	\$1.37	\$609.00	\$0.52
Cutler & Page LLC/Rolling Acres III	\$36.63	\$0.09	\$36.00	\$0.72
Empire Homes	\$4,580.70	\$11.14		\$4,591.84
Etchstone Properties Inc./Pinecrest Road	\$5,441.37	\$13.23		\$5,454.60
Fur-N-Feathers Pet Spa LLC	\$14,200.00	\$28.66	\$1,327.03	\$12,901.63
Homes by Paradise/Larchmount	\$1,736.03	\$4.23		\$1,740.26
Homes by Paradise/Moose Hollow	\$758.88	\$563.91	\$760.00	\$562.79
Homes by Paradise/R&D Londonderry	\$3,570.41	\$8.68		\$3,579.09
Kehoe, Donna M.	\$10.68	\$6.02		\$16.70

Town of Litchfield, New Hampshire  
Escrow Funds  
2008 Statement of Activity

Account Name	Beginning Balance	Deposits and Interest	Withdrawals	Ending Balance
Lavoie, Eric	\$754.88	\$1.00		\$755.88
Leary, Florence/Excavation Fund	\$1,459.06	\$3.55		\$1,462.61
Lovejoy, Jeffrey R.	\$1,051.01	\$454.42		\$1,505.43
Moheban, Steven	\$781.85	\$1.04		\$782.89
Morin, Maurice	\$2,761.75	\$3.65		\$2,765.40
Open Doors Christian Fellowship	\$731.86	\$0.97		\$732.83
Page & Cutler LLC/Phase II	\$2,774.30	\$6.74		\$2,781.04
Pinecreek Village	\$1,214.00	\$1,001.53	\$1,705.03	\$510.50
R&D Londonderry Development LLC	\$2,769.54	\$8,399.92	\$6,168.55	\$5,000.91
RJ Moreau Company	\$2,621.81	\$6.38		\$2,628.18
Robert Pace Homes	\$956.89	\$2.33		\$959.22
Sanborn Development LLC	\$7,001.21	\$1,784.32	\$504.23	\$8,281.30
Savoie, Bobby	\$5,006.89	\$7.49		\$5,014.38
Sawmill Brook Development	\$6,568.84	\$15.97		\$6,584.81
Stage Crossing LLC	\$3,565.58	\$223.77		\$3,789.35
Theroux, Rene A.	\$3,898.93	\$1,120.79	\$5,021.64	\$1.92
Tim's Turf Landscaping Material LLC	\$1,502.68	\$3.63	\$117.30	\$1,389.01
VAB Properties	\$3,920.01	\$1,646.47	\$1,009.26	\$4,557.22
Valley, Brandon R.	\$500.36	\$1.22		\$501.58
Vessels, William	\$1,142.38	\$1.51		\$1,143.89
Vigeant, Leonard A.	\$358.65	\$0.47		\$359.12
West, Alida/Olde English Estates	\$2,201.30	\$5.36		\$2,206.66
West, Kurt & Alida/Olde Estates	\$717.35	\$1.75		\$719.10
Total				\$151,711.76



**COMPARATIVE STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING DECEMBER 31, 2008**

Account	Appropriations	Expended	Unexpended Balances	Deficits
Executive	16,504.00	27,464.64		10,960.64
Administration	65,926.00	79,475.72		13,549.72
Town Meeting	18,364.00	16,748.81	1,615.19	
Town Clerk's Office	90,404.00	88,608.68	1,795.32	
Voter Registration	1,770.00	1,667.44	102.56	
Accounting and Auditing	216,073.00	259,749.10		43,676.10
Tax Collector's Office	85,103.00	85,974.75		871.75
Treasury	8,298.00	8,605.36		307.36
Budget Committee	1,880.00	1,746.60	133.40	
Legal Expenses	72,600.00	117,251.81		44,651.81
Personnel Administration	241,953.00	246,966.97		5,013.97
Planning Board	63,655.00	65,239.53		1,584.53
Zoning Board of Adjustment	3,749.00	1,120.41	2,628.59	
General Government Buildings	54,014.00	57,138.56		3,124.56
Cemeteries	1,650.00	1,600.00	50.00	
Insurance	47,936.00	47,936.00		
Contingency	35,000.00	79,578.99		44,578.99
Police Department	1,045,389.00	1,067,581.07		22,192.07
Animal Control	19,127.00	17,970.82	1,156.18	
Ambulance Service	35,000.00	31,227.04	3,772.96	
Fire Department	565,868.00	567,752.19		1,884.19
Emergency Management	26,000.00	34,914.67		8,914.67
Code Enforcement	101,495.00	56,851.29	44,643.71	
Highway Administration	24,178.00	38,097.10		13,919.10
Highways and Streets	678,030.00	536,283.97	141,746.03	
Warrant Article - Engineering Chase Brook	67,000.00	67,000.00		
Street Lighting	12,000.00	17,405.84		5,405.84
Sanitation Administration	75,536.00	81,628.82		6,092.82
Sanitation	310,496.00	318,017.68		7,521.68
Health Administration	2,175.00	1,591.08	583.92	
Mosquito District	29,965.00	28,346.28	1,618.72	
Health Agencies	11,495.00	11,495.00		
Vendor Payments - Welfare	30,000.00	16,631.53	13,368.47	
Parks and Recreation	100,733.00	77,373.51	23,359.49	
Library	167,080.00	167,163.71		83.71
Patriotic Purposes	1,495.00	1,297.47	197.53	
Cable Advisory Committee	42,603.00	35,771.42	6,831.58	
Conservation	3,907.00	3,028.56	878.44	
Interest Tax Anticipation Loans	1.00		1.00	
<b>Totals</b>	<b>4,374,452.00</b>	<b>4,364,302.42</b>	<b>244,483.09</b> <b>234,333.51</b>	<b>234,333.51</b>
<b>Net Surplus of Appropriation</b>			<b>10,149.58</b>	

## EXECUTIVE

APPROPRIATION		16,504.00
Selectmen's Salaries	8,580.00	
Selectmen's Expenses	900.00	
Public Notices & Ads	1,145.17	
Cell Phone Charges	797.40	
Consulting Services	8,015.00	
Printing	322.80	
Dues and Subscriptions	5,815.70	
Florals/Memorials	1,814.67	
Postage	73.90	
EXPENDED		27,464.64
DEFICIT		(10,960.64)

## ADMINISTRATION

APPROPRIATION		65,926.00
Adm. Assistant's Salary	70,670.94	
Health Insurance	7,220.47	
Dental Insurance	466.76	
Short-Term Disability Ins.	390.06	
Mileage and Tolls	354.16	
Seminars	373.33	
EXPENDED		79,475.72
DEFICIT		(13,549.72)

## TOWN MEETING

APPROPRIATION		18,364.00
Ballot Clerks Wages	2,893.76	
Election Workers Wages	889.69	
Voting Booth Set-Up Wages	18.28	
Moderator Wages	1,283.92	
Optech Programming Support	3,281.85	
Printing	116.00	
Annual Town Report	6,995.00	
Office Supplies	216.53	
Ballots	1,042.80	
New Equipment	10.98	
EXPENDED		16,748.81
UNEXPENDED		1,615.19

# TOWN CLERK'S OFFICE

APPROPRIATION		90,404.00
Town Clerk's Salary	25,621.72	
Deputy Town Clerk Wages	20,067.02	
Clerk Wages	12,672.40	
Deputy Town Clerk O.T. Wages	1,312.34	
Clerk Overtime Wages	588.66	
Health Insurance	11,587.36	
Dental Insurance	959.18	
Short-Term Disability Insurance	321.82	
Public Notices and Ads	22.84	
Software Support Services	4,280.11	
Microfilming and Binding	1,495.00	
Equipment Maintenance Contract	184.00	
Postage Meter	256.50	
Dues and Subscriptions	45.00	
Office Supplies	1,255.49	
Dog Tags and License Forms	617.89	
Town Permits/Stickers	660.50	
Postage	3,925.35	
Equipment Repairs and Maintenance	100.07	
Copier Charges	215.74	
Equipment Purchases	66.87	
Mileage and Tolls	1,141.90	
Seminars and Conventions	1,210.92	
EXPENDED		88,608.68
UNEXPENDED		1,795.32

# VOTER REGISTRATION

APPROPRIATION		1,770.00
Checklist Supervisors Salaries	970.20	
Clerical Support	504.00	
Office Supplies	89.99	
Mileage and Tolls	27.25	
Equipment Purchases	76.00	
EXPENDED		1,667.44
UNEXPENDED		102.56



## ACCOUNTING AND AUDITING

<b>APPROPRIATION</b>		<b>216,073.00</b>
Sec/Bookkeeping Staff Wages	87,220.38	
Sec/Bookkeeping Staff Overtime Wages	5,768.99	
Heath Insurance	17,320.62	
Dental Insurance	1,117.74	
Short-Term Disability Insurance	636.38	
Tax Map Update	975.00	
Telephone	5,279.35	
Software Support Service	11,400.43	
Payroll Service	7,749.94	
Equipment Maintenance Contract	1,737.72	
Printing	816.34	
Dues and Subscriptions	1,067.65	
Office Supplies	2,743.27	
Postage and Envelopes	49.40	
Equipment Repair and Maintenance	623.99	
Equipment Purchases	1,716.27	
Audit Services	30,474.18	
Assessing	83,051.45	
<b>EXPENDED</b>		<b>259,749.10</b>
<b>DEFICIT</b>		<b>(43,676.10)</b>

## TAX COLLECTOR'S OFFICE

<b>APPROPRIATION</b>		<b>85,103.00</b>
Tax Collector Salary	25,621.72	
Deputy Tax Collector Wages	20,066.83	
Clerk Wages	12,668.59	
Deputy Tax Collector Overtime Wages	1,280.17	
Clerk Overtime Wages	586.28	
Health Insurance	11,587.34	
Dental Insurance	959.26	
Short-Term Disability Insurance	321.77	
Property Title Research	1,718.41	
Public Notices and Ads	22.84	
Recording Fees	228.13	
Software Support Services	2,883.16	
Equipment Maintenance Contract	184.00	
Postage Meter	256.50	
Dues & Subscriptions	20.00	
Office Supplies	892.17	
Postage	4,447.27	
Equipment Repair and Maintenance	42.30	
Copier Charges	215.76	
Mileage and Tolls	1,040.48	
Seminars & Conventions	931.77	
<b>EXPENDED</b>		<b>85,974.75</b>
<b>DEFICIT</b>		<b>(871.75)</b>

## TREASURY

### APPROPRIATION

Treasurer Salary	6,285.02
Town Trustees Salaries	216.70
Safety Deposit Box Rental	195.00
Dues and Subscriptions	15.00
Office Supplies	428.78
Postage and Envelopes	1,107.20
Mileage and Tolls	218.71
Seminars	138.95
EXPENDED	
DEFICIT	

## BUDGET COMMITTEE

### APPROPRIATION

Secretarial/Steno Services	1,653.75
Office Supplies	57.85
Seminars	35.00
EXPENDED	
UNEXPENDED	

## LEGAL EXPENSES

### APPROPRIATION

Retainer Fees	52,742.82
Litigation Fees	63,333.99
Collective Bargaining	1,175.00
EXPENDED	
DEFICIT	

## PERSONNEL ADMINISTRATION

### APPROPRIATION

Social Security (FICA) Taxes	66,363.17
Medicare Taxes	23,567.85
Employee Retirement Contributions	31,205.74
Firefighter Retirement Contributions	18,613.78
Police Retirement Contributions	70,291.15
Unemployment Taxes	174.04
Worker Compensation Insurance	36,751.24
EXPENDED	
DEFICIT	

**PLANNING BOARD**

<b>APPROPRIATION</b>		<b>63,655.00</b>
Administrative Assistant Wages	20,327.40	
Health Insurance	5,338.12	
Dental Insurance	418.18	
Public Notices and Ads	696.62	
Secretarial/Steno Services	3,006.75	
NRPC Planner	21,560.00	
Impact Fee Study	7,400.00	
Printing	136.29	
NRPC Dues	5,826.00	
Office Supplies	169.67	
Postage & Envelopes	84.41	
Mileage and Tolls	148.09	
Seminars & Conventions	128.00	
<b>EXPENDED</b>		<b>65,239.53</b>
<b>DEFICIT</b>		<b>(1,584.53)</b>

**ZONING BOARD OF ADJUSTMENT**

<b>APPROPRIATION</b>		<b>3,749.00</b>
Secretary-Clerk Wages	325.00	
Public Notices and Ads	91.36	
Secretarial Services	405.00	
Dues and Subscriptions	64.00	
Postage	126.97	
Mileage and Tolls	8.08	
Seminars	100.00	
<b>EXPENDED</b>		<b>1,120.41</b>
<b>UNEXPENDED</b>		<b>2,628.59</b>

**OTHER GENERAL GOVERNMENT (CONTINGENCY)**

<b>APPROPRIATION</b>		<b>35,000.00</b>
Merrimack Valley Regional		
Water District - Dues	10,000.00	
Bus Shuttle - Presidential Election	230.00	
Computer Equipment Purchase	5,374.13	
Computer Services, and Equipment	689.59	
Portable Generator Purchase	63,285.27	
<b>EXPENDED</b>		<b>79,578.99</b>
<b>DEFICIT</b>		<b>(44,578.99)</b>



# GENERAL GOVERNMENT BUILDINGS

APPROPRIATION		54,014.00
Custodian Wages	13,697.86	
Town Hall/Fire Station Pay Phones	440.00	
Town Hall/PS Electricity	14,045.19	
Propane Gas - TH/PS	8,026.69	
Water Charges - TH/PS	1,906.89	
TH/PS HVAC Maintenance Contract	588.00	
Water System Maintenance	216.00	
Tile and Carpet Cleaning	1,505.00	
TH/PS Alarm Maintenance Contract	772.56	
Generator Maintenance Contract	560.00	
TH/PS Telephone Maintenance Contract	558.00	
Trash Container Services	2,427.72	
Building Maintenance and Repairs	1,872.60	
Equipment Repairs and Maintenance	3,813.64	
Generator Diesel Fuel	828.18	
Custodial Maintenance Supplies	2,564.01	
Septic Tank Cleaning	355.00	
Pest Control Spraying	500.00	
Equipment Purchases	265.00	
Fire Alarm Phone System-Meeting House	1,036.22	
Fire Detectors Test/Inspections	1,160.00	
EXPENDED		57,138.56
DEFICIT		(3,124.56)

## CEMETERIES

APPROPRIATION		1,650.00
Pinecrest Cemetery	800.00	
Hillcrest Cemetery	800.00	
EXPENDED		1,600.00
UNEXPENDED		50.00

## INSURANCE

APPROPRIATION		47,936.00
Property and Mobile Equipment	5,799.00	
Auto Insurance	11,719.00	
General Liability	16,828.00	
Law Enforcement Liability	11,181.00	
Crime Insurance	612.00	
Additional Limits	1,797.00	
EXPENDED		47,936.00

# POLICE DEPARTMENT

## APPROPRIATION

<b>ADMINISTRATION:</b>		<b>1,045,389.00</b>
Police Chief Salary	77,162.40	
Lieutenant Wages	63,771.12	
Lieutenant Overtime	4,840.20	
Uniform Allowance	800.00	
Health Insurance	22,127.76	
Dental Insurance	1,918.56	
Short-Term Disability	744.65	
Uniforms and Accessories	370.98	
Telephone	14,663.95	
Pre-Employment Physicals/Testing	13,585.90	
Equipment Maintenance Contract	504.95	
Dues and Subscriptions	2,800.33	
Community Relations	419.10	
Recruitment	160.00	
Office Supplies	5,177.10	
Postage	746.24	
<b>CRIME CONTROL AND INVESTIGATION:</b>		<b>209,793.24</b>
Sergeant Wages	46,531.20	
Sergeant Overtime Wages	8,702.40	
Photo Laboratory Services	600.00	
Equipment Maintenance Contract	6,450.31	
Film and Photo Supplies	404.98	
Minor Tools and Supplies	4,300.57	
Equipment Purchases	8,810.00	
<b>TRAFFIC CONTROL:</b>		<b>75,799.46</b>
Master Patrolmen Wages	54,020.64	
Patrolmen Wages	226,190.73	
Corporal Wages	35,196.25	
Special Officer Wages	50,712.43	
Master Patrolmen Overtime Wages	13,767.28	
Patrolmen Overtime Wages	51,928.70	
Corporal Overtime Wages	10,957.38	
Patrolmen Court Wages	91.67	
Uniform Allowance	3,950.00	
Health Insurance	78,910.50	
Dental Insurance	7,394.17	
Short-Term Disability Insurance	2,585.98	
Long-Term Disability Insurance	2,112.23	
Life Insurance	211.20	
Uniforms and Accessories	7,899.66	
Vehicle Fuel	31,551.01	
Vehicle Repairs and Maintenance	12,374.29	
Tire Purchases	5,977.04	
Radio Installation & Repair	553.00	
Cruiser Purchase	29,674.00	<b>626,058.16</b>

<b>TRAINING:</b>		
Ammunition Purchases	4,009.85	4,009.85
<b>SUPPORT SERVICES:</b>		
FT Secretary/Dispatchers Wages	66,699.52	
PT Secretary/Dispatcher Wages	19,047.14	
Secretary/ Dispatchers Overtime	8,025.99	
Uniform Allowance	800.00	
Health Insurance	10,981.56	
Dental Insurance	1,868.40	
Short-Term Disability Insurance	624.06	
Long-Term Disability Insurance	567.36	
Life Insurance	38.40	
Emergency Response Team Fees	5,000.00	
Dispatch Service Contract	31,464.00	
Medical Service Charges	150.00	
Internet Maintenance Contract	1,048.68	
Equipment Repair and Maintenance	335.25	146,650.36
<b>POLICE GRANTS:</b>		
OHRV Grant	2,380.00	
Police Grants	2,890.00	5,270.00
<b>EXPENDED</b>		1,067,581.07
<b>DEFICIT</b>		(22,192.07)

#### ANIMAL CONTROL

<b>APPROPRIATION</b>		19,127.00
Animal Control officer Wages	10,702.48	
Mileage Allowance	2,321.28	
Uniform and Accessories	147.47	
Telephone	101.15	
Electricity	1,225.97	
Dues and Licenses	200.00	
Office Supplies	372.76	
Postage	42.00	
Building Repairs and Maintenance	740.99	
Equipment Repairs and Maintenance	39.76	
Custodial Maintenance Supplies	149.95	
Food and Accessories	74.84	
Minor Tools and Supplies	26.39	
Equipment Purchases	1,825.78	
<b>EXPENDED</b>		17,970.82
<b>UNEXPENDED</b>		1,156.18

#### AMBULANCE

<b>APPROPRIATION</b>		35,000.00
<b>EXPENDED</b>		31,227.04
<b>UNEXPENDED</b>		3,772.96



## FIRE DEPARTMENT

<b>APPROPRIATION</b>		<b>565,868.00</b>
<b>ADMINISTRATION:</b>		
Fire Chief Salary	1,866.00	
Uniforms and Accessories	339.00	
Contracted Secretarial Services	6,390.00	
Public Notices and Ads	785.50	
Telephone	9,328.46	
Computer Software Contract	1,111.85	
Pre-Employment Physicals/Tests	419.50	
Printing	298.21	
Dues and Subscriptions	660.62	
Office Supplies	792.08	
Postage and Envelopes	57.74	
Copier Lease	861.95	
Computer Equipment Purchases	2,164.17	
Chief's Vehicle Lease Purchase	8,995.00	34,070.08
<b>FIREFIGHTING:</b>		
Full Time Firefighter/EMT Wages	101,498.99	
Call Firefighter Wages	84,994.32	
Coverage for FT Firefighters	10,284.96	
Saturday/Sunday Coverage	14,842.36	
Fire Special Detail	11,207.55	
Full Time Firefighter Overtime	14,187.16	
Health Insurance	17,350.92	
Dental Insurance	1,663.38	
Short-Term Disability Ins.	4,029.16	
Uniforms and Accessories	3,000.50	
Fire Pump Service And Certification	1,455.60	
Equipment Rental	2,367.27	
Foam and Extinguisher Supplies	3,737.51	
Vehicle Fuel	3,370.38	
Diesel Fuel	12,983.85	
Provisions	728.73	
Minor Tools and Supplies	241.44	
Equipment Purchases	50,503.27	
Fire Tanker/Truck Lease Purchase	59,565.07	398,012.42
<b>FIRE PREVENTION:</b>		
Community Relations	258.51	258.51
<b>TRAINING:</b>		
Training Wages	30,906.13	
Training	8,620.00	
Training Equipment Purchases	628.95	
Mileage and Tolls	1,105.11	41,260.19

**COMMUNICATIONS:**

Dispatch Service Contract	5,904.00	
Communication Equip. Maint. Contract	956.00	
Portable Radio Batteries	754.29	
Radio Installation & Repairs	7,427.22	15,041.51

**REPAIR SERVICES:**

Equipment Repair Wages	834.41	
Equipment Repair and Maintenance	1,501.27	
Air Compressor Service Contract	793.60	
Scott Air Packs Maintenance Contract	1,552.53	
Vehicle Repairs and Maintenance	38,867.85	
Tire Purchases	2,820.23	
Minor Tools and Supplies	321.33	46,691.22

**MEDICAL SERVICES:**

Oxygen Tank Refills	730.15	
Medical Equipment Maint. Contract	1,515.97	
Medical Supplies	3,073.48	
Medical Equipment	2,984.15	8,303.75

**FIRE STATION:**

Electricity	4,718.41	
Heating Oil	6,489.31	
Station Repairs and Maintenance	7,191.30	
Custodial Maintenance Supplies	965.14	
Furniture/Fixture Purchses	185.94	19,550.10

**INCIDENT AND FIRE INVESTIGATION:**

Investigation Schooling	587.85	
Equipment Purchases	3,976.56	4,564.41

**EXPENDED**

567,752.19

**DEFICIT**

(1,884.19)

**EMERGENCY MANAGEMENT****APPROPRIATION**

26,000.00

12/11/08 Ice Storm Wages	17,994.98	
Emergency Planning Expenses	636.48	
Hazardous Material District Assessment	5,687.00	
Ice Storm Equipment, Services & Support	9,529.80	
Equipment Purchases	1,066.41	34,914.67
EXPENDED		34,914.67
DEFICIT		(8,914.67)

**CODE ENFORCEMENT**

<b>APPROPRIATION</b>		<b>101,495.00</b>
Code Enforcement Salary	39,480.93	
Temporary Inspector Wages	7,422.57	
Dental Insurance	109.20	
Short-Term Disability Ins	111.30	
Telephone	888.44	
Dues, Licenses and Subscriptions	400.00	
Office Supplies	94.85	
Postage	103.41	
Vehicle Fuel	824.99	
Vehicle Repairs and Maintenance	202.66	
Code Materials	640.60	
Equipment Purchases	36.98	
Vehicle Lease/Purchase	6,451.62	
Mileage and Tolls	23.74	
Seminars and Conventions	60.00	
<b>EXPENDED</b>		<b>56,851.29</b>
<b>UNEXPENDED</b>		<b>44,643.71</b>

**HIGHWAY AND STREETS**

<b>APPROPRIATION</b>		<b>702,208.00</b>
<b>ADMINISTRATION:</b>		
Road Agent Salary	760.00	
Public Notices and Ads	551.23	
Telephone	2,241.88	
Communication Equip. Maint. Contract	1,306.88	
Dues and Subscriptions	70.00	
Office Supplies	83.80	
Postage	24.75	
Equipment Purchases	2,995.00	
Seminars	1,085.00	9,118.54
<b>ENGINEERING:</b>		
Consulting Engineer Services	28,978.56	28,978.56
<b>ROAD MAINTENANCE PROJECTS:</b>		
Culvert Replacements	-	-
<b>ROAD MAINTENANCE:</b>		
Workmen Wages	57,044.99	
Workmen Overtime	5,767.01	
Uniforms and Accessories	390.00	



Electricity	1,465.46	
Propane Gas - Garage Heat	6,072.06	
Equipment Hire	157,529.00	
Pavement Striping/Markings	13,134.05	
Tree Removals	3,180.00	
Road Sweeping	7,735.00	
State Work Release Program	2,630.14	
Road Maintenance/Improvement	57,762.00	
Equipment Repair and Maintenance	12,436.34	
Vehicle Fuel	9,693.96	
Roadside Mowing	6,875.00	
Vehicle Repairs and Maintenance	4,474.32	
Tire Purchases	279.00	
Gravel Purchases	6,647.26	
Asphalt and Cold Patch	2,624.60	
Signs, Posts and Accessories	2,305.93	
Minor Tools and Supplies	2,795.77	
Safety Equipment Purchases	742.69	
Vehicle Lease/Purchase	5,999.00	367,583.58
STORM DRAINS:		
Catch Basin Clean Outs	13,320.00	
Catch Basin Replacements	17,085.41	30,405.41
SNOW PLOWING/REMOVAL:		
Building Repairs and Maintenance	2,057.50	
Plow and Spreader Repairs	36,179.06	
Salt Purchases	91,317.95	
Sand Purchases	8,740.47	138,294.98
EXPENDED		574,381.07
UNEXPENDED		127,826.93
STREET LIGHTING		
APPROPRIATION		12,000.00
Monthly Fees and Installation Charges	17,405.84	
EXPENDED		17,405.84
DEFICIT		(5,405.84)

## SANITATION

<b>APPROPRIATION</b>		<b>386,032.00</b>
<b>ADMINISTRATION:</b>		
Facility Manager Wages	40,753.60	
Assistant Manager Wages	23,364.29	
Facility Manager Overtime	2,170.58	
Assistant Manager Overtime	1,257.05	
Health Insurance	9,655.74	
Dental Insurance	1,004.10	
Telephone	632.89	
Dues-Northeast Resource Recovery	500.00	
Operations License Fees	2,173.95	
Seminars and Workshops	116.62	81,628.82
<b>SOLID WASTE DISPOSAL:</b>		
Demolition Material & Tire Disposal	139,299.56	139,299.56
<b>INCINERATION:</b>		
Incinerator Operators/Laborer Wages	33,247.46	
Laborers Overtime	196.76	
Uniforms and Accessories	949.69	
Ash Testing	515.00	
Pest Control Service	338.00	
Electricity - Incinerator	10,194.53	
Equipment Rental	800.00	
Building Repairs and Maintenance	2,800.79	
Equipment Repairs and Maintenance	20,526.31	
Gas and Oil	380.50	
Diesel Fuel	2,614.90	
Incinerator Fuel Oil	60,561.02	
Custodial Maintenance Supplies	139.93	
Ash Disposal Expenses	12,111.81	
Signs, Posts and Accessories	160.00	
Minor Tools and Supplies	1,215.12	
Skid Loader Lease/Purchase	8,486.84	155,238.66
<b>RECYCLING:</b>		
Propane Gas - Bldg. Heat	2,522.08	
Building Repairs and Maintenance	258.30	
Equipment Maintenance	1,077.14	
Recyclables-Disposal Fees	8,460.62	
Electronics Recycling	3,900.00	
Recycling Facility Improvement	650.00	16,868.14
<b>HAZARDOUS WASTE:</b>		
Residential Material Disposal	6,611.32	6,611.32
<b>EXPENDED</b>		<b>399,646.50</b>
<b>DEFICIT</b>		<b>(13,614.50)</b>

## HEALTH ADMINISTRATION

<b>APPROPRIATION</b>		<b>2,175.00</b>
Health Officer Salary	1,331.00	
Telephone	65.36	
Water Analysis	120.00	
Dues and Subscriptions	25.00	
Office Supplies	49.72	
<b>EXPENDED</b>		<b>1,591.08</b>
<b>UNEXPENDED</b>		<b>583.92</b>

## MOSQUITO DISTRICT

<b>APPROPRIATION</b>		<b>29,965.00</b>
Public Notices	97.07	
Secretarial Services	697.50	
Larval Control Application	5,250.00	
Catch Basin Mapping	3,750.00	
Specimen Testing and Reports	15,250.00	
Internet/Computer	2,243.99	
Office Supplies	39.99	
Film and Photo Supplies	852.75	
Minor Tools and Supplies	125.33	
Mileage and Tolls	39.65	
<b>EXPENDED</b>		<b>28,346.28</b>
<b>UNEXPENDED</b>		<b>1,618.72</b>

## HEALTH AGENCIES

<b>APPROPRIATION</b>		<b>11,495.00</b>
Big Brothers/Big Sisters	220.00	
Child Advocacy Center	1,100.00	
Visiting Nurses Association	8,250.00	
St. Joseph's Community Services.	359.00	
Bridges	82.00	
Nashua Area Health Center	82.00	
Nashua Mediation Program	82.00	
Nashua Community Council	1,320.00	
<b>EXPENDED</b>		<b>11,495.00</b>

## VENDOR PAYMENTS - WELFARE

<b>APPROPRIATION</b>		<b>30,000.00</b>
Prescriptions/Medical Services	867.53	
Utilities	877.27	
Heating Oil/Propane Gas	953.27	
Groceries, Household Items	1,387.40	
Housing	12,546.06	
<b>EXPENDED</b>		<b>16,631.53</b>
<b>UNEXPENDED</b>		<b>13,368.47</b>



PARKS AND RECREATION

APPROPRIATION		100,733.00
ADMINISTRATION AND PROGRAMS:		
Public Notices and Ads	195.40	
Telephone	337.35	
Dues and Subscriptions	195.68	
Office Supplies	498.21	
Copier Charges	47.99	
Program Expenses	105.00	1,379.63
MAINTENANCE OF PARKS:		
Groundskeeper Wages	479.96	
Electricity - Sprinkler System	1,204.21	
Equipment Rental	541.00	
Chemical Toilet Rental	1,611.54	
Mowing	15,400.00	
Field Maintenance/Trash Removal	11,410.95	
Minor Tools and Supplies	13.66	
Field Improvements-Capital Outlay	4,650.00	35,311.32
MAINTENANCE OF FACILITIES:		
Custodian Wages	1,119.92	
Electricity - Talent Hall	3,720.94	
Propane Gas - Talent Hall	11,902.57	
Water Charges	1,233.07	
Trash Container Services	3,035.38	
Building Repairs and Maintenance	19,132.09	
Custodial Maintenance Supplies	418.59	
Minor Tools and Supplies	120.00	40,682.56
EXPENDED		77,373.51
UNEXPENDED		23,359.49

PATRIOTIC PURPOSES

APPROPRIATION		1,495.00
Printing	74.48	
Flags and Holders	987.99	
Wreaths	215.00	
Refreshments and Prizes	20.00	
EXPENDED		1,297.47
UNEXPENDED		197.53

CABLE ADVISORY COMMITTEE

APPROPRIATION		42,603.00
PEG Contracted Services - Town/School	10251.05	
Telephone/Internet Access	2466.48	
Electricity	2,225.39	
Office Supplies	73.87	
Equipment Repairs and Maintenance	420.88	
Copier Charges	5.04	
Minor Tools and Supplies	328.71	
Equipment Purchases	20,000.00	
EXPENDED		35,771.42
UNEXPENDED		6,831.58

## LIBRARY

<b>APPROPRIATION</b>		<b>167,080.00</b>
Library Director Wages	47,220.18	
Children's Librarian Wages	27,447.71	
Adult Services Librarian Wages	26,839.91	
Assistant Librarian Wages	15,952.38	
Page Wages	5,990.93	
Custodian Wages	2,887.14	
Health Insurance	623.12	
Tuition Reimbursement	200.00	
Telephone	933.93	
Software Purchases/Licenses	1,460.00	
Electricity	4,406.80	
Heating Oil	2,559.23	
Equipment Maint. Contract	3,410.47	
Water Cooler Supplies and Services	21.29	
Trash Container Services	1,122.71	
Dues and Subscriptions	669.48	
Community Programs	452.00	
Postage	165.87	
Library Supplies	1,954.32	
Automation Supplies	1,627.50	
Building Maintenance and Repairs	2,733.37	
Equipment Repairs and Maintenance	851.14	
Custodial Maintenance Supplies	346.35	
Sidewalk Snow Removal	52.72	
Reference Media Purchases	2,283.11	
Books and Media	11,043.82	
Periodicals	1,207.47	
Equipment Purchases	1,364.60	
Furniture/Fixture Purchases	220.54	
Mileage and Tolls	461.21	
Seminars	415.00	
Story Time Expenses	239.41	
<b>EXPENDED</b>		<b>167,163.71</b>
<b>DEFICIT</b>		<b>(83.71)</b>

## CONSERVATION

<b>APPROPRIATION</b>		<b>3,907.00</b>
Property Management	1,408.79	
Wildlife Sanctuary Lease	1.00	
Publications	81.39	
Dues and Subscriptions	351.00	
Office Supplies	31.96	
Postage	41.20	
Minor Tools and Supplies	146.36	
Mileage and Tolls	86.86	
Seminars and Annual Meeting	350.00	
Youth Fishing Derby	530.00	
<b>EXPENDED</b>		<b>3,028.56</b>
<b>UNEXPENDED</b>		<b>878.44</b>

## INTEREST ON TAX ANTICIPATION LOANS

APPROPRIATION	1.00
UNEXPENDED	1.00

## WARRANT ARTICLE - CHASE BROOK

APPROPRIATION	67,000.00
Stantec Engineering	14,500.00
BALANCE CARRIED FORWARD	52,500.00
EXPENDED	67,000.00

## HIGHWAY BLOCK GRANT FUND

Fund Balance - 12/31/07	540,472.54
2008 Revenues	170,109.75
Available Funds - 2008	710,582.29
Project Payments	0.00
Fund Balance - 12/31/08	710,582.29

## OUTSTANDING BILLS AND CONTRACT PAYMENTS

2007 Outstanding Payroll	37,474.18
2007 Town Clerk	65.96
2007 Accounting	1,392.23
2007 Tax Collector	2,248.61
2007 Budget Committee	191.25
2007 Litigation	6,052.80
2007 Planning Board	2,973.56
2007 Zoning Board of Adjustment	76.80
2007 General Government Buildings	32,486.99
2007 Police Department	5,598.69
2007 Ambulance	7,878.05
2007 Fire Department	61,750.75
2007 Code Enforcement	132.48
2007 Highway Department	62,373.19
2007 Town- Wide Paving Projects	252,261.00
2007 BrickYard Culvert Replacement	268,081.15
2007 Street Lights	1,544.30
2007 Sanitation	30,197.54
2007 Animal Control	329.13
2007 Parks and Recreation	11,057.10
2007 Library	5922.49
2007 Cable Committee	11,880.69
Total Payments	801,968.94

**PAYMENTS TO SCHOOL DISTRICT**

2007-2008 School Appropriation Balance		2,932,423.57
2008-2009 School Appropriation	11,765,346.00	
Payments to School District	7,693,713.20	
Balance Due District		4,071,632.80

**COUNTY TAX**

Hillsborough County Treasurer		887,286.00
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**PAYMENTS TO STATE**

Marriage Licenses & Records Fees		1,960.00
Dog License Fees & Population Control		3,807.50
Total Payments		5,767.50

**DISCOUNTS, ABATEMENTS & REFUNDS**

Property Tax Abatements		2,658.73
Property Tax Duplicate Payment Refunds		22,636.69
Total		25,295.42

**OPERATING TRANSFERS OUT**

Federal Withholding Taxes		211,456.03
FICA Employee Contributions		66,387.23
Medicare Employee Contributions		23,885.10
Charitable Contributions		150.00
Employee Retirement Contributions		17,852.28
Police Retirement Contributions		57,404.11
Firefighter Retirement Contributions		10,873.58
Anthem Blue Cross Health Insurance Premiums		6,262.08
MTHP Health Insurance Premiums		37,574.24
Delta Insurance Premiums		4,814.43
Colonial Insurance Premiums		460.94
Short-Term Disability		8,237.49
PD Union Dues		3,829.70
Total Transfers		449,187.21



## **2008 ANNUAL REPORT**

### **LITCHFIELD BOARD OF SELECTMEN**

For the town of Litchfield, 2008 has been a significant, although turbulent year. The year started with significant amount of snow fall thus requiring additional expenditures for removal. In early March, we lost the Town Treasurer due to allegations of impropriety. This issue continued throughout the early spring and currently is moving its way through the court system. To recover the money, the town of Litchfield has filed a claim with our insurer for the funds. The Board of Selectmen continues to work with the insurer to make certain that all funds are returned.

As the citizens are aware, the town's incinerator must be closed in 2010. To determine the best path forward, the Board of Selectmen in 2007 formed a Solid Waste Committee with a charter to report to the Selectmen in 2008 the results of their study of alternatives for handling the town's wastes. The Selectmen received the interim report of the Solid Waste Committee and have agreed with their recommendation that the facility be converted to a transfer station. The Board expects to receive from the Committee final plans for this change over in 2009.

The Board also engaged two additional committees during 2008; the Ethics Formation Committee and the Financial Systems Committee. The Ethics Formation Committee is chartered with investigating the establishment of an Ethics Committee for the town. Their intention is to be prepared to bring forward a warrant article forming an Ethics Committee in 2010 for consideration of the voters. The Financial Systems group has been assembled to work on town financial systems procedures that could minimize the possibility of theft of town money, etc. Both Committees will continue forward through 2009.

Early in 2008, the Board of Selectmen was able to reconstitute the Recreation Commission back into a functional group. This group has done a superb job of revamping Talent Hall and bringing the facility up to code requirements. At the end of the year, the facility was close to being back to full programming for the town's residents. Congratulations to this group of individuals!

In October, Roland Bergeron passed away. Roland had work for Litchfield for over 40 years as our Road Agent, Building and Code Inspector, Health officer and had served on committees too numerous to count. Roland was always involved and was one of the key people who saw the future potential of Litchfield and helped shape our development. Roland was always willing to contribute and spent innumerable hours on various town projects. Roland's impact on our community was profound. He will be very much missed.

As 2008 drew to a close, the town was struck with a tremendous natural disaster in the form of an ice storm. The Emergency Management system was activated by Fire Chief and Emergency Management Director Thomas Schofield. This incident required the complete corporation of the town's senior leadership including the Board of Selectmen, Fire and Police Departments along with the Road Agent and crew. Resources from the State in the form of National Guard troops were called in to assist along with the mutual aid of other communities. The Board of Selectmen was successful in starting up an emergency shelter at Campbell High School to provide approximately 70 citizens with an opportunity for hot food, showers and a place to sleep if needed. Fire and Police were out continuously working with citizens who were handicapped or in need of additional support. While this may have been the worst of time, the best of everyone came out in support of the community.

Lastly, the budget of 2009 was assembled and submitted to the Budget Committee. While there was much debate on what should be budgeted, we believe that the 2009 proposed budget and the default budget both a reduction over 2008 levels makes good sense for the town. Warrant articles are submitted to complete some of the needed road work and a new form of government with a Town Manager is proposed for your consideration. Litchfield is no longer the small town that it used to be; it is in need of professional full time management.

We wish to close by saying that we as citizens owe a large thanks to the volunteers and employees who through their personal sacrifice of time and effort make Litchfield run. Members of the Fire and Police Departments who risk their lives to protect the citizens, employees in the Town Clerk/Tax Collector and Board of Selectmen's offices, committee members such as those serving on the Planning and Zoning Boards, along with Recreation Commission, and a host of other groups all dedicate valuable time toward helping the town. Without their support and efforts nothing would be accomplished. To all of you the Board of Selectmen wish to say "Thanks!"

Respectfully submitted by:

Frank A. Byron, Chairman  
Andrew Santom, Vice-Chairman  
M. Patricia Jewett  
George Lambert  
Alfred Raccio

## **AARON CUTLER MEMORIAL LIBRARY**

### **2008 DIRECTOR'S REPORT**

The library had a very successful year in 2008. Circulation of library materials rose 31% and the average number of patron visits per full day grew by 33%.

#### **Library Statistics:**

Circulated 26,730 library items, an increase of 31% over last year.

Visited by 14,751 library patrons, an increase of 28%.

Averaged 76 visitors per full day, and increase of 33%.

Hosted 5,713 patrons at library programs, an increase of 36%.

Added 1,018 new library materials to the collection, 977 purchased & 44 donated.

The highlight of 2008 was the re-opening of the Florence C. Center Young Readers' Room on February 19th. This room on the lower level of the library had been closed for 4½ years following ground water intrusion which caused a tremendous amount of damage. Half of the library's collection was packed away in storage during that time to allow adults and children to share the main floor. Patrons were elbow to elbow with very little space to sit, read, or share books with their children. To mark this momentous occasion, the library held a Grand Re-Opening Celebration on February 20th. The open house included visits from Mr. Phil the Balloon Twister, storybook character Amelia Bedelia, and children's singer/songwriter Steve Blunt. 276 patrons stopped in during the 3½ hour event to see the room and extend their good wishes.

The library sponsored 149 programs in 2008 with a total of 5,713 attendees. Programs offered include: Book of the Month Club, Gingerbread House Contest, Wildlife Encounters Zoo, Story Time, Online Book Clubs, Peter Boie Magician for Non-Believers, Curious George, Make 'n Take Crafts, Sled Dog Show, Steve Blunt, Summer Reading Clubs, Karate Demonstration, Teen Craft Night, All Booked Up, Visit from Fungo, Library Card Sign Up Month, Mr. Phil, Favorite Author Notification, and Guessing Contests.

Children's Services was able to reinstitute a couple of highly sought after programs that had been on hiatus for the past 4½ years. Drop-in Preschool Story Time began in April on Tuesday and Wednesday mornings at 10:30, and Make 'n Take crafts for children of all ages began in March. The Summer Reading Club, "Books are Tundra Fun," was wildly popular with 293 children registering for the six-week event (a 77% increase over 2007). The Young Readers' Room, library lawn, and LMS cafeteria were all busy with activities from this club. The Children's department also continued with the annual Library Card Sign Up Month at GMS, and other monthly contests and events.



Adults and Teens reclaimed their space in the library and once again had places to sit and read or do homework. Use of the New Hampshire Downloadable Audiobook program increased in popularity and turnout for the All Booked Up discussion group continued to grow. Summer reading clubs proved to be popular with both adults and teens. Adult participation increased 222%, and teen 43%.

The library began using barcoded, credit-card style library cards in March, featuring the artwork of resident Tiffany Hall, and the library catalog became available online in November. The online catalog allowed patrons to search for materials, reserve items, and find out when their books were due or if they owed any fines. The interlibrary loan program continued to grow in 2008 with 24% more items borrowed from other libraries around the state. Items circulated include: books, audios, DVDs, videos, magazines, interlibrary loan materials, 24/7 online reference resources, downloadable audiobooks, online magazines and journals, and activity passes.

The Friends of the Library provided the library with monetary support for programs and services, and the community with an endless supply of used books through the Annual Porch Sale and the ongoing Second Time Around sale. The Litchfield Garden Club continued to maintain the library gardens. Over 60 teens and adults donated their time to help out with projects and events throughout the year. 30+ business donated money or goods.

Funding for the operation of the library included \$167,080 from the Town of Litchfield, \$655 from Programming Fund Donations, and \$13,885 from Trust Funds, Fines and Fees, and the Insurance Settlement Fund. Town funds provided for the cost of all personnel, major operational costs and new library materials. Library Trust Funds supplemented these funds by providing for additional building maintenance costs, and the Insurance Settlement Fund provided for expenses from the re-opening of the Young Readers' Room. Library Fines and Fees were utilized for the purchase of replacement materials and other unplanned library expenses, and Programming Fund Donations made by community businesses were used for children and teen programs.

The library was fortunate to have a dedicated Library Board of Trustees and Staff who provided quality services to our patrons—services that extend beyond our four walls and extended across the state and into cyberspace.

Respectfully submitted by,  
Vicki Varick  
Library Director



## **LIBRARY TRUSTEES 2008 REPORT**

It is with great pleasure that I submit this report on behalf of the Aaron Cutler Library Board of Trustees. The highlight of the year would have to be the reopening of the Children's room in February. A celebration was held and it was wonderful to see so many children from our town have a place of their own again. Although our economy has had more downs than ups the Library turns out to be a bright spot. Across the region libraries are seeing growth in usage while patrons choose to borrow books and DVDs rather than purchase. Our town library has worked hard to keep up to date with their book, DVD and audio purchases. If they don't have something you are looking for they work hard to find it for you. We are extremely fortunate to have such a competent and professional staff ready to help us.

Our Building committee, which included Aimee Carignan and Vicki Varick, has worked diligently with the Town and with various contractors to seek solutions to some of the maintenance challenges that go along with an older building. Many thanks go out to Brian Nowak of Nowak Landscaping and Tim Leary at Tim's Turf for their help and guidance in some of these areas.

Many thanks also go to Larry Sott of Larry's Woodshop for his many talents in and around the library. He has truly been a friend of the library when it comes to fixing things and making things work more efficiently.

The staff has once again worked hard to provide clubs, programs and events that have been enjoyed by many. Many thanks to Carrie-Anne Pace, Ann McKillop, and Alex Robinson as well as our pages: Amy Bois and Caitlyn Shaffer. Thanks also go out to Martha Dexter for her hard work at keeping the building clean. Above all, thanks to Vicki Varick for leading the way!

I would like to take this opportunity to thank my fellow Board members for their work throughout the year. It is a pleasure to meet monthly with them and to observe first hand their dedication. Kudos to Gail Musco, our treasurer for keeping us in line; Kristen Robert for her timely meeting minutes and note taking; Aimee Carignan for her work behind the scenes on the Building Committee; Diane Jerry for her expertise in so many areas and for keeping us on task and to Lynne Clifford who came on board as an alternate and who is always willing to jump right in to help.

If you have not visited the ACML lately, please make a point to stop in soon. It truly is a gem in our town.

Respectfully submitted,  
Marilyn L. Soraghan, chairman  
Aaron Cutler Memorial Library Trustees

**AARON CUTLER MEMORIAL LIBRARY**  
**TRUSTEES REPORT FOR 2008**

**RECEIPTS:**

Interest	\$ 11.13
Fines	1,751.25
Copies/printer/fax fees	175.10
Replacement fees	522.10
Donations	187.23
Summer Reading Donations	525.00
Non-resident Cards	60.00
Trust Funds	6,500.00
Reimbursement of Expenses from Town	746.55
Miscellaneous	31.26
Balance on hand January 1, 2008	<u>6,752.11</u>
Total Receipts	\$17,261.73

**EXPENDITURES:**

Service Charge/return fees	\$ 0.00
Building Maintenance	10,480.53
Memorial/Bestowments	325.00
Replacement Materials	114.43
Summer Reading	812.60
Miscellaneous	<u>1,194.55</u>
Total Expenditures	\$12,927.11

Balance on hand as of December 31, 2008	\$4,334.62
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Respectfully submitted,

Gail Musco  
Treasurer, Library Trustees

## **ANIMAL CONTROL 2008 ANNUAL REPORT**

Litchfield Residents:

This report summarizes the activities of the Litchfield Animal Control Department, for calendar year 2008.

The Animal Control Department had a good 2008 and hope that the same goes for 2009.

Dog Licenses are available at the Town Clerks Office starting in January 2009 and all dogs need to be licensed by April 30th 2009. Make sure all dogs are up to date with their Rabies Vaccinations prior to Licensing.

If you have any questions on these, or any other animal related questions, please contact the Animal Control Officer 424-4047.

Respectfully Submitted,  
Gerry Pilon  
Litchfield Police  
Animal Control Officer

<b>Civil Summons</b>	<b>2007</b>	<b>Revenue</b>	<b>2008</b>	<b>Revenue</b>
Unlicensed Dog	90	\$2,250.00	105	\$2,625.00
Dogs Running At Large	1	\$25.00	8	\$350.00
Nuisance	0		1	\$100.00
Menace	0		3	\$300.00
Vicious	0		3	\$600.00
No Tags	0		0	
Rabies Vaccination	8	\$200.00	2	\$50.00
Kennel Fees	1	\$335.00	1	\$10.00
To Appear In Court	3		1	\$110.00
<b>Total</b>	<b>103</b>	<b>\$2,810.00</b>	<b>124</b>	<b>\$4,145.00</b>

<b>Warnings</b>	<b>2007</b>	<b>2008</b>
Unlicensed Dog	200	303
Dogs Running At Large	34	52
Nuisance	19	28
Menace	2	6
Vicious	1	0
No Tags	1	0
Rabies Vaccination	103	0
<b>Total</b>	<b>360</b>	<b>389</b>



<b>Wild Animal Calls</b>	<b>2007</b>	<b>2008</b>
Bat	5	6
Bear	0	0
Beaver	2	0
Bird	14	6
Coyote	3	9
Deer	21	15
Fisher	2	12
Fox	20	16
Goose	1	1
Horse	9	6
Mink	0	0
Moose	0	0
Muskrat	0	0
Opossum	1	0
Porcupine	2	1
Rabbit	0	0
Raccoon	2	11
Skunk	10	18
Snake	2	1
Squirrel	4	0
Turkey	0	0
Turtle	2	0
Woodchuck	1	11
Wild Animals Tested For Rabies	0	0
Birds Tested For West Nile	0	0
Trap Set For Wild Animal	1	0
Disposal Of Wild Animal	11	10
<b>Total</b>	<b>113</b>	<b>123</b>

<b>Other Calls For Service</b>	<b>2007</b>	<b>2008</b>
Calls About Cats	21	25
Cat Adoptions	0	0
Cat Bites Or Scratches	3	2
Cats Hit By Motor Vehicle	5	1
Cats To Another Shelter	0	0
Cats Euthanized	1	1
Cats Tested For Rabies	0	1
Cats Brought To Kennel	1	0
Stray / Abandoned Cats	2	0
Feral Cats	0	0
Trap Set For Cats	1	0
Dog Adoptions	3	1
Dog Bites	6	7
Dogs Hit By Motor Vehicle	2	0
Dogs Left In Motor Vehicle	0	1
Dogs To Another Shelter	0	0
Dogs Euthanized	1	0
Dogs Tested For Rabies	1	1
Dogs Picked Up	38	36
Dogs Brought To Kennel	27	19
Cruelty To Animals	1	0
<b>Total</b>	<b>113</b>	<b>95</b>
<b>Licensed Dogs</b>	<b>1,510</b>	<b>1,575</b>

<b>Telephone</b>	<b>2007</b>	<b>2008</b>
In Station	140	183
Out Station	113	182
In Home	108	113
Out Home	308	397
<b>Total</b>	<b>669</b>	<b>875</b>

#### **Hours Worked**

In Town	368	339.5
At Home	201.5	234
At Kennel	25	23
Training	10	4
<b>Total</b>	<b>604.5</b>	<b>600.5</b>

#### **Vehicle**

Mileage	4,810	3,797
Cost For Gas	\$2,409.00	\$2,503.00
Tolls	0	0

BUILDING DEPARTMENT  
REPORT OF THE CODE ENFORCEMENT OFFICER

Following building permits and associated permits were issued during the year 2008 and classified as follows:

Description	Building Permits Issued	Associated Permits Issued
Dwelling Units	13	104
Additions/Renovations	56	168
Breezeways/Garages	13	26
Decks/Porches	34	40
Swimming Pools	23	23
Utility Sheds	13	13
Individual Sewage Systems	23	23
Individual Test Pits	25	
Individual Electrical	43	
Individual Plumbing/Gas Piping	24	
Individual Water Wells	5	
Individual Foundations	3	
Individual Fuel Tanks	16	
Chimney/Fireplaces	18	
Commercial Renovations	6	12
Detached Garages	5	10
Temporary Mobile Homes	2	4
Sun Rooms	7	14
Temporary Sign	1	1
Emergency Generators	9	
Occupancy		25
	339	463
Permit Fees Received and Deposited to General Fund		22,768.00
Impact Fees collected		160,691.46
Total Fees Collected		183,459.46

Respectfully submitted  
Kevin A. Lynch  
Code Enforcement Officer



# **LITCHFIELD CABLE ADVISORY COMMITTEE**

## **2008 ANNUAL REPORT**

December 31, 2008 marks the end of the fourteenth year of work by the Litchfield Cable Advisory Committee.

This is the ninth annual report being submitted to the Litchfield Board of Selectmen and citizens of Litchfield. During this time, the committee members have continued to work collaboratively with the Board of Selectmen in the oversight and coordination of the services provided to the town in the area of cable television. As in past years, the Cable Advisory Committee takes great pride in their accomplishments and the services that they provide to the town of Litchfield.

### **Highlights for 2008-**

We installed multiple robotic cameras, new microphones, and video switching equipment at our two major cable casting facilities at the Town Hall and Campbell High School. This has allowed us to bring better sound and images of town meetings into your homes.

We added the Planning Board and Mosquito Control District meetings to our programming.

We welcomed two new cable advisory board members, Brian Maillet and Ken Stiouphile.

Our three contractors, Andy McLavey, Pierre Garand, and Rob Fay continue to be a great help to us.

George Lambert has been our representative from the Board of Selectmen. We appreciate his support and we look forward to working with him and the rest of the Board in 2009.

At the close of 2008 we continue to operate three local channels, twenty-four hours a day, seven days a week, that provide Selectmen, Budget, Planning Board, Mosquito Control District, and School board meetings (both live and re-broadcast), emergency and safety information, as well as local school events produced with the help of the Campbell High School staff and students.

In closing, I am proud to present the 2008 Annual Report of the Litchfield Cable Advisory Committee. We continue to be a very small volunteer organization. It takes many hours a week to produce and record programming and maintain the automated playback systems that provide the programming that you see on Channels 20, 21, and 22.

As in years past, I would again like to take this opportunity to extend my recognition and appreciation to the Litchfield Cable Advisory Committee members signed below. As always, their dedication, knowledge, technical assistance, self-sacrifice and patience have proven invaluable.

Respectfully Submitted, Dick Pentheny, Chairperson

**Litchfield Cable Advisory Committee**

Scott Cavanagh

Cindy Couture

Tim Kearns

Brian Maillet

Ken Stiouphile

Dick Pentheny (Chairperson)

**Selectmen's Rep.** George Lambert

## **2008 CONSERVATION COMMISSION ANNUAL REPORT**

The Conservation Commission is an advisory board made up of volunteers appointed by the Board of Selectmen. RSA 36-A is the authorizing legislation creating the commission.

During 2008 the Conservation Commission purchased 50+ acres north of the Stage Crossing condo project. The property contains two large vernal pools. We hope to enhance the walking trails on this property. The town now owns a contiguous piece of land from Rte 3A north of the library thru to Albuquerque Ave. These large tracts improve our quality of life in a semi-urban area.

The Commission has purchased signs to install in the spring on town conservation land. These areas are open to the public for passive recreation enjoyment.

We continue to do our clean-up section of Rte 3A for the State of NH adopt a highway.

Commission members continue to attend a variety of conferences and seminars.

Our 26<sup>th</sup> annual Fishing Derby attracted close to 100 children from town, some of the parents in attendance had come to the derby as children themselves.

River front land owners should be aware that the NH Dept. of Environmental Services has made significant changes to the Shoreland Protection Act as of July 1, 2008. Interested landowners can check the NHDES web site at [des.nh.gov](http://des.nh.gov) for information or call the commission.

Thank you to Continental Paving and Town Road Agent Gerard DeCosta for their continuing support and help on our projects. Thank you also to Rene Theroux for helping to maintain the fields at the Moores Falls Conservation Area.

Respectfully Submitted,

Joan McKibben, Chairman  
Thomas Levesque, Sr. Vice-Chair  
Alfred Raccio, Selectmen's Rep.  
Sharon Jones, Secretary  
Marion Godzik  
Raymond Peeples  
Stephen Tarara  
Richard Husband  
Roger St. Laurent



## **LITCHFIELD FIRE-RESCUE SERVICES ANNUAL REPORT- 2008**

Honorable Members of the Board of Selectmen  
Litchfield Residents

Ladies and Gentlemen:

It is my pleasure to present the annual report of the Fire-Rescue Services to you. I am proud to report that 2008 was an extraordinarily successful year, from both operational and financial perspectives.

The recession has hit everyone hard, and the department is committed to serving the community as efficiently as possible, without compromising the health and safety of Litchfield's citizens and fire employees. Our families and fellow Litchfield citizens have had to make many sacrifices over the past year—and continue to do so—and we are committed to minimize the costs associated with operating the Fire-Rescue Services.

In 2008, the Fire-Rescue Services voluntarily took a budget cut of approximately \$21,000 from our 2007 budget. Throughout the year, we sought ways to minimize our costs and, as a result, not only were we able to operate within our decreased budget, but we will also be returning more than \$10,000 to the town treasury.

We were able to achieve efficiencies and cost savings in a number of ways. For instance, by purchasing a pellet stove for use in helping to heat the fire station, we have reduced our oil consumption by one-third. In addition to saving the department thousands of dollars, this has also permitted the department to be better environmental stewards.

We also completed some energy-saving renovations to the fire station, such as installing motion-detecting lights on the building's interior, and only purchasing Energy Star rated equipment. As a result, even though the volume of calls to which the department responded doubled in recent years, our energy costs remained steady.

Finally, our firefighters voted not to request a pay raise this year to help the town economize further. I want to take a moment to thank all of the firefighters in my department for their sacrifice, and their commitment to supporting the town in these difficult economic times.

In addition to achieving significant cost savings for the town, the department also enjoyed many important operational accomplishments. One of the most important was an effort to improve services to the community by expanding the hours during which the fire station is open and staffed. In past years, the station was only open to the public during traditional business hours, from Monday through Friday. However, it is now open on Saturdays and Sundays, as well, which makes it more convenient for residents to obtain assorted permits and other services from the department.

Another important accomplishment in 2008 was expanding our EMT capabilities, with three firefighter EMTs advancing to the EMT intermediate level. As of the writing of this report, myself and eight other firefighters are currently enrolled in an EMT training program. Additionally, in March, town residents will be asked to support a \$13,000 warrant article, which would allow us to send a full-time employee to paramedic



school. The addition of a trained paramedic will play an important role in promoting public safety.

We also established a new scheduling system assuring that there will always be three firefighters on duty during the weekend. This complement of personnel is generally sufficient to respond to routine calls and, as a result, it is no longer necessary for off-duty personnel to respond to these events. While enhancing the department's efficiency, this new system has already saved the town thousands of dollars in staff-related costs because we no longer have to pay firefighters to respond to routine calls when they aren't needed.

For the second year in a row, our firefighters attended a special training program at the National Fire Academy in Emmitsburg, Maryland. This program provides instruction on the latest public safety techniques, and it has helped us maintain our position as one of the state's premiere public safety organizations. Last year, Selectman Alfred Raccio attended the program with us to experience, first-hand, the intense training curriculum. This program addressed a number of important topics, including fire prevention activities; juvenile fire-starter prevention; and best practices for conducting on-going training to department staff. We plan to attend this valuable program again in 2009.

In addition to the National Fire Academy program, members of the department also attended numerous continuing education programs to update and supplement their professional knowledge and skills. All of these training programs contributed to helping Fire-Safety Services continue to be the most professional and responsive department possible.

The success of these training programs—and the excellence of our team—was demonstrated in December, when we experienced the most serious ice storm in our history. Through a week of 'round-the-clock work to help the citizens of Litchfield recover from the storm, we didn't suffer a single injury or instance of equipment failure. In fact, although our department answered more calls than ever in 2008, our staff only experienced one minor injury the entire year.

We also provided safety instruction to the Litchfield School Department throughout 2008. Prior to school opening in the fall, we offered a basic health and safety training to teachers and other school department personnel. Additionally, we participated in monthly training sessions for each of the town's public schools; and we provided a similar one-time training program to representatives of the Litchfield Youth Baseball League. These trainings touch upon a number of important health and safety concerns, including automatic heart defibrillation and CPR. These programs provide invaluable instruction, and they also help promote teamwork between the members of various town organizations.

Last year we also worked on a program with the Litchfield School Department and its school bus drivers to assure compatibility of the two-way emergency radios that are used by each. Now, we are able to assure accurate and timely communication whenever there is an emergency in or around one of the town's schools, or on a school bus. This dramatically reduces the amount of time it takes to respond to an emergency, and it promotes the safety of children and staff.

Once again, Fire Prevention Week was a huge success. Our annual parade was a highlight of the week, and we enjoyed great participation from departments in surrounding communities. The festivities closed with an open house, which was very

well attended. The free fire truck rides and Jaws Of Life demonstrations were particularly popular with the town's children.

The department also engaged in other community outreach events throughout the year. One of our most successful was a class offering instruction into how to safely burn materials in a chimney or fire pit. At the end of the class, all participants became eligible to receive a one-year burning permit.

Additionally, the department participated in several fund raisers to benefit local groups and charities. Also, our annual ham and bean supper was very successful, and is scheduled to be held again this year on April 4<sup>th</sup>.

As December's ice storm demonstrated, there are sometimes significant events which threaten public safety, and which require our crews to spend many days at a time in the elements. To support the department, the Town bought Fire-Rescue Services a trailer to transport our Off-Road Highway Vehicle (OHV), and provided funds to add a restroom to the vehicle.

Before closing, I want to acknowledge the passing of Roland Bergeron, who was a great friend of Fire-Rescue Services for many years. I would also like to welcome the town's new building inspector, Kevin Lynch. I look forward to working with him in the years to come.

Finally, I would like to thank all of the Fire-Rescue Services' firefighters. Litchfield benefits from a devoted, well-trained, and extremely capable department, and I am proud to lead such an accomplished group of professionals.

I would also like to thank the residents of Litchfield and the town's public officials for your ongoing support for Fire-Rescue Services. We couldn't do our jobs without you, and we sincerely appreciate your commitment to us.

Respectfully Submitted,

Thomas B. Schofield  
Fire Chief

# **SOUTHEASTERN NH HAZARDOUS MATERIALS DISTRICT 2008 ANNUAL REPORT**

## **About the District:**

The District's membership is made up of 15 communities of approximately 360 square miles with a population of over 180,000 people within the Route 93 corridor. Essentially the District is bordered in the east by Route 125 and the Merrimack River to the west. North and south borders are defined by Manchester, Route 101 and the Massachusetts state line. During this year the Town of Deerfield choose to withdraw from membership in the District. The District was formed in 1993 to develop a regional approach in dealing with the increasing amounts of hazardous materials being used and transported within these communities as well as to comply with federal regulations concerning preparing for chemical emergencies.

In 2008, 11 member communities requested and were recognized by the State Emergency Response Committee as the first Regional Emergency Planning Committee (REPC) in the State. The REPC will provide planning functions, risk analysis, and hazard identification, for its member communities. The REPC will work to further prepare the district for the potential of a chemical, biological, radiological and nuclear incident. These include unplanned chemical releases from facilities located within the district, transportation emergencies, as well as terrorist type events that could occur within the district.

The District draws it's funding from an annual assessment from each community as well as from grants and donations. In 2008 the District applied for and received federal grants for equipment and operational expenses for the REPC, totaling \$62,000.00. The District is managed by an Operations Committee consisting of Chief Fire Officers from each community. This committee is overseen by a Board of Directors consisting of elected representatives from each community. This year Board of Directors approved a change to the District's by-laws to allow a community that has withdrawn from membership to reapply for admission within one year. The Town of Deerfield did not reapply and has joined an other district. The District employees a part-time REPC Director to manage the administration functions of the District, including grants management, financial management, and emergency planning.

The District operates a technical emergency response team. This response team is overseen by one of the member community's Chief Fire Officer who serves in the Technical Team Liaison position. The team maintains a four level readiness response posture to permit it to immediately deploy an appropriate response to a District's community's request for help involving an unplanned release of potentially dangerous chemicals within their jurisdiction. While the team primarily prepares for response to unplanned accidental chemical releases it is equipped and trained to



deal with a variety of weapons of mass destruction (WMD) scenarios. The team maintains a host of specialized response equipment to deal with chemical and environmental emergencies.

### **The Emergency Response Team:**

The Emergency Response Team is made up of 50 members drawn from the ranks of the fire departments within the District. The team consists of 6 Technician Team Leaders, 40 Technician Level members, 4 Communication Specialists. In addition to members drawn from member fire departments, the team also includes members from various backgrounds that act as advisors to the team in their specific areas of expertise. These advisors include an industrial chemist, a micro biologist, a medical examiner and several police officers.

The Team maintains a fleet of vehicles and specialized equipment with a value of close to \$1,000,000. The vehicles consist of a mobile Command Support Unit, 2 Response Trucks, 2 Spill Trailers, an Entry/Intervention Trailer and a Mobile Decontamination Trailer. This mobile apparatus carries the team's equipment which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides as well as chemical protective equipment. The team equipment is store at various locations within the District, allowing for rapid deployment when the team is activated. Activation of the team is made by the request of the local incident commander through the Derry Fire Department Dispatch Center.

### **Response Team Training**

In 2008 the Emergency response team completed 1200 hours of training, during monthly training drills and specialized classes attended my team members. This training included confined space entry, hazardous materials operations, Level A entry drills, chemical detection equipment operations, chemical identification, facility familiarization, transportation emergencies. Additionally training was conducted with the NH State Police, Federal Bureau of Investigations, and the Drug Enforcement Administration.

### **Emergency Responses**

In 2008 the Team responded to numerous calls for technical assistance for member departments where a Response Team Leader provides consultation to the fire department on the handling of an incident. Additionally team responded to several incidents including, spills of unknown substances, substantial hydrocarbon spills, and ammonia leaks.

For further information about the Southeastern New Hampshire Hazardous Materials District please visit our website at [www.senhazmat.org](http://www.senhazmat.org).



## **LITCHFIELD HIGHWAY DEPARTMENT 2008 ANNUAL REPORT**

The Town of Litchfield Highway Department has once again had a very unusual weather year this year. We experienced the greatest snow fall in recent history. We had longer than usual hours and higher usage of road treating materials. This caused us to delay some road work to keep within the annual budget. We were still able to provide the same level of safe roads to the Towns residents, Schools and Emergency Responders as they are accustomed to.

The part-time Highway department has full-time responsibility and at all times operates with the interest of public safety as most important.

I submit the following as 2008 accomplishments:

- The Town of Litchfield qualified for Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant monies for the 2006 floods, to design and replace the failing culvert systems on Winter Circle and Talent Rd. The approved federal share for each project is; 429,731 for Talent Rd. and \$165,394 for Winter Cir. As in years past, I was instrumental in preparing and submitting the appropriate documents. The Town has received 50% of the grants for each project already and the balance to be paid on completion of the projects.
- The engineering for the completion of the Bicycle/Pedestrian Way is nearing completion. The Town has been reimbursed from NHDOT as invoices have been generated for the engineering costs. (The ongoing project of having secured \$432,000 (80%) from NHDOT Bureau of Municipal Highways for the completion of the Bicycle/Pedestrian Way from Pinecrest Road to Meadowbrook Lane and from Hillcrest Road to Griffin Lane. The remaining 20% of project monies will come from Recreation and Highway impact fees. This results in no taxpayer impact).
- The engineering for the Talent Road culvert project was completed. The bid has been awarded and the construction will start in Spring 2009.
- The overlay of Talent Road and Garden Drive as part of the first year segment of the 10 year Road Surface Management Program has been completed.
- The Brickyard culvert replacement has been completed.

- Once again, in the interest of public safety the Town's main roads were re-line striped.
- Again, many standing dead trees were removed from roadsides to avoid possible accidents or damage to power lines. This is an on going annual process.
- The Town of Litchfield Highway Department takes pride in providing safe, clean roads for the transportation of all residents and students. I would like to thank all the people involved with this endeavor especially Gilles Fauteux and Herve Faucher, of the Litchfield Highway Department and all of our contractors. These are hard working and conscientious men. The snow removal/winter season would not be possible without their help.

I would like to thank all the departments in the Town for their assistance, including Kevin Lynch, Code Enforcement Officer as well as Town Clerk Theresa Briand and her staff Patricia Textor and Claire Croteau. I would also like to thank Police Chief Joseph O'Brion and his department as well as Fire Chief, Tom Schofield and his department, the Town administrative office staff Terry Brodeur and Lori Dogopoulos. I would also like to thank Joan McKibben from the Planning Board.

I regard working with residents as the most rewarding part of this position and I appreciate their support of the Highway Department.

Respectfully submitted,  
Gerard J. DeCosta  
Road Agent

**HILLCREST CEMETARY ASSOCIATION**  
**NOTES TO FINANCIAL STATEMENT**  
**December 31, 2008**

The Hillcrest Cemetery Association is a non-profit association established on November 11, 1908, to improve and maintain the Hillcrest Cemetery located in Litchfield, New Hampshire.

**CASH/SAVINGS**

Checking Account – St. Mary's Bank	\$ 1,166.49	
Membership Capital Stock – St. Mary's Bank	5.00	
Savings Account – St. Mary's Bank	5,485.84	
Certificate of Deposit – St. Mary's Bank	<u>10,891.62</u>	
		\$17,548.95

**CONTRIBUTIONS**

Town of Litchfield	\$ 400.00	
Sale of Cemetery Lots	<u>2,400.00</u>	
		\$ 2,800.00

**INTEREST INCOME**

St. Mary's Bank (NOW)	\$ 4.57	
St. Mary's Bank (Savings)	21.96	
St. Mary's Bank (CD)	<u>362.94</u>	
		\$ 389.47

Treasurer's Report  
Litchfield Hillcrest Cemetery Association

Warren W. Adams, Treasurer

**INCOME STATEMENT**  
**(As of December 31, 2008)**

**INCOME**

Contributions	\$ 400.00	
Sale of Cemetery Lots	2,400.00	
Interest Income	389.47	
		\$ 3,189.47

**OPERATING EXPENSES**

Maintenance	\$2,245.00	
Filing Fees	75.00	
Remembrance Signs	70.00	
Memorial Day Flowers	57.38	
		\$ 2,447.38

<b>NET INCOME (LOSS)</b>		<b>\$ 742.09</b>
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**BALANCE SHEET**  
**December 31, 2008**

**ASSETS**

Cash	\$ 1,171.49	
Savings	5,485.84	
Certificate of Deposit	10,891.62	
<b>TOTAL ASSETS</b>		<b>\$17,548.95</b>

**LIABILITIES**

Current Liabilities	-0-	
Equity		
Principal Fund	\$16,806.86	
Net Income (Loss)	742.09	
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>\$17,548.95</b>



## INCINERATOR AND RECYCLING FACILITY

Litchfield Residents,

The facility staff and committee members have been busy working on plans for the mandated incinerator shutdown in 2010. In addition to the planning efforts the facility staff have been hard at work improving the site and increasing our recycling efforts with the support of the residents. During 2008, the facility processed the following recycled and non-recycled products:

<b>Material</b>	<b>Amount (in tons)</b>
Cardboard	110 tons
Glass	138 tons
Aluminum Cans	1.05 tons
Steel Cans	14.83 tons
Mixed Paper	119 tons
Scrap Steel	126.2 tons
Electronics	24.6 tons
<b><i>Non-Recycled:</i></b>	
<i>Incinerator Ash</i>	<i>129.13 tons</i>
<i>Demolition</i>	<i>714 tons</i>

As mentioned, the staff has been working with the Solid Waste Committee to develop plans for the facility and services due to the mandated 2010 shutdown of the incinerator. The Board of Selectman established the committee on November 2007, with the following members from the facility and community:

John Brunelle, Resident (Chairman)  
George Lambert, Board of Selectman Representative  
Tom Levesque, Resident  
David Mellen, Incinerator and Recycling Facility Manager  
Steve Perry, Resident  
John Pinciario, Resident  
Cecil Williams, Resident

After many months of work by the committee and staff, the committee presented its recommendations to the Board of Selectman during the July 2007 meeting. This presentation can be reviewed on the town website under the Solid Waste department. The recommendation was to continue leveraging our facility, improve services and increase the recycling programs that can offset the costs of processing the non-recyclable trash.

The staff and committee are looking forward to the upcoming year where we will continue our focus on recycling and improving services.

Respectably submitted,

David Mellen, Facility Manager  
John Brunelle, Solid Waste Committee Chair.

## **LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE REPORT**

The Lower Merrimack River Local Advisory Committee (LMRLAC) is comprised of representatives from the business, recreation, and conservation community as well as local government. The Committee serves as stewards and watchdogs over any activities in the Lower Merrimack River Corridor. LMRLAC activities vary from reviewing and commenting on DES environmental permits and local site plans for development, to assisting with trail projects and commenting on conservation activities within the Corridor. Communities in the Lower Merrimack River Corridor include Nashua, Hudson, Litchfield, and Merrimack.

This year LMRLAC, along with other NH Local Advisory Committees, was honored with the President's Volunteer Award in April, and the Spirit of NH Volunteer Service Award in the State and Local Government category in November for our efforts to advise the NH Department of Environmental Services (DES) and our communities on actions and issues to protect and manage the Lower Merrimack River.

In 2008 we performed site visits and submitted comments on 11 projects occurring in Hudson, Nashua and Merrimack. Presentations were provided to LMRLAC on the status of the Nashua CSO sewer project and residential development on the river in Hudson that included trail easements. Letters of support were submitted for a city of Nashua landscaping project at Rotary Commons Park adjacent to Salmon Brook and for a NRPC proposal to develop a LID Guidebook. LMRLAC submitted comments to Boot Hydro, operator of the dam in Lowell regarding scheduled draw-downs and the impact to boaters.

LMRLAC was especially enthused about the completion of the Lower Merrimack River Corridor Management Plan. LMRLAC gave slideshow presentations on the Corridor Plan to the Planning Boards and Conservation Commissions in Hudson, Nashua, Litchfield and Merrimack. Copies of the Plan were provided to each of these groups and feedback was requested. The plan is available on the LMRLAC web page hosted by NRPC.

LMRLAC members attended the DES Watershed Conference in November; a presentation held at NRPC on updates to the CSPA and a presentation by Aries Engineering on a hydrologic study proposed for Thorough's Landing In Nashua. LMRLAC was updated on the status of the river clean up at the Beazer site in Nashua and requested DES keep us informed of all future actions.

LMRLAC invites interested parties to join us at our monthly meetings held in Nashua on the fourth Thursday of the month.

Respectfully submitted,  
Kathryn Nelson, Vice Chair

2008 Membership:

Bob Robbins (Chair) – Hudson

Kathryn Nelson (Vice Chair) — Nashua

Karen Archambault (Secretary) – Nashua

Jim Barnes (Treasurer) – Hudson

Glenn McKibben– Litchfield

George May - Merrimack

Associate Members:

Millie Mugica – Nashua

Paul Wiggins- Hudson



# LITCHFIELD MOSQUITO CONTROL DISTRICT

## 2008 ANNUAL REPORT

The Town of Litchfield has successfully concluded its first year of its mosquito control program. Mosquitoes collected in town were sorted by species and sent to the State Lab in Concord where they were tested for diseases. None tested positive. There was no EEE or West Nile Virus activity in Litchfield during the 2008 mosquito season. This may be due in part to the dry summer conditions leaving many sites lacking water contributing to low mosquito populations.

The proposed 2009 Mosquito Control plan for Litchfield includes trapping mosquitoes for disease testing, sampling wetlands for larval mosquito activity, larviciding where mosquito larvae are found, and emergency spraying when a public health threat exists. The control program begins in April when mosquito larvae are located in stagnant water such as swamps, ditches, catch basins and woodland pools. Trapping adult mosquitoes for disease testing begins in June. The mosquito control program ends in late September or early October when temperatures drop and daylight diminishes.

Homeowners can reduce the number of mosquitoes in their yards by emptying any outdoor containers that hold standing water such as buckets, trash barrels, roof line gutters and boats. Tires collect enough water for mosquitoes to survive. It is also a good idea to change the water in bird baths every two or three days.

In summary the town tested 176 total mosquito pools which yielded 5673 individuals collected. All of the approximately 5700 mosquito samples collected there was 26 different species that were identified. Of all the species identified and collected in all the pools all were negative for EEE/WNV.

If you do not want your property treated for mosquitoes, then a written request is needed. Please send a letter to the Board of Selectman (Attn: Mosquito Control District) Be sure to include your name, physical address, phone number, and a description of your property with boundaries. Otherwise, your property may be treated. Our phone number is 424-4046. You may call our office for assistance regarding mosquitoes, the insecticides we use, dates, or questions about EEE or West Nile Virus.

For more information on Eastern Equine Encephalitis and West Nile Virus, visit the NH Department of Health and Human Services online at [www.dhhs.state.nh.us](http://www.dhhs.state.nh.us) or the Centers for Disease Control at [www.cdc.gov](http://www.cdc.gov)

Respectfully submitted by,  
Alfred C. Raccio, Chairman  
John Latsha, vice Chairman  
Joan McKibben, Member



# **2008 ANNUAL REPORT OF NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD**

## **Transportation**

NRPC as the designated Metropolitan Planning Organization (MPO) for the region is responsible for developing and maintaining the region's transportation planning program. This includes soliciting, prioritizing and making recommendations on regional and local transportation projects that are funded through Federal or State sources. NRPC is responsible for developing the region's portion of the State's Transportation Improvement Program (STIP), maintaining the regional traffic model, and performing required air quality analyses. In addition, NRPC MPO funds are used to provide municipal technical assistance on transportation issues.

- ❖ I-93 Community Technical Assistance Program (CTAP) – The CTAP program is funded by the NH Department of Transportation and administered in the region by NRPC. It is designed to help communities prepare for future growth and land use changes that are anticipated to occur following improvements to I-93. During 2008 this program has provided several products that can be used by the Planning Board and Conservation Commission to prepare for future growth.
  1. Litchfield Economic Development – Using CTAP funding, NRPC is assisting Litchfield in an update of the 2000 Economic Development document. This will help the community focus its limited economic development resources on the highest priority activities. In addition, NRPC will work with the town to prepare two specific economic development related products.
  2. Litchfield Buildout Analysis – This study analyzes the land that is available for development in Litchfield and the development that could occur under existing zoning. In the second phase of this study (to be completed in 2009) an alternative zoning scenario will be developed with the town and analyzed to show the impact of different types of zoning on future growth.
  3. Open Space Assessment – Another CTAP product was an assessment of open space and conservation policies in Litchfield conducted by the Society for the Protection of New Hampshire Forests and NRPC. This assessment was conducted to allow Litchfield's Planning Board and Conservation Commission to determine if current policies were achieving town goals or if the town might consider alternative policy directions.
  4. Aerial Imagery and Land Use Mapping – The CTAP program has also prepared new aerial imagery and up to date land use mapping for Litchfield. This data is now available for the town through NRPC.

- ❖ Traffic Data Collection - Conducted 5 traffic counts in Litchfield in the past year. These traffic counts are available for use by the Town and NRPC can conduct special counts upon request. The count data is available to anyone through the NRPC website and more detailed data from each count is available upon request.
- ❖ Lowell-Nashua Commuter Rail – During the course of 2008 NRPC continued to push forward the Lowell-Nashua Commuter Rail project. Activities this year included the formation of the New Hampshire Rail Transit Authority, the operating entity for the rail project, as well as passage of a limitation on liability as well as the preparation of conceptual development and operating costs. The liability limitation will be a critical factor in controlling operating cost for the rail project.
- ❖ Human Service Transit Coordination – For several years the Department of Transportation and Department of Health and Human Services have been developing a process for coordinating transit services funded by the two agencies to reduce costs and increase service. The NRPC has been the leader in the state in this process and was recognized as the first regional coordinating group in October 2008. In the coming year it is anticipated that this project will lead to increased transit service throughout the NRPC region and help meet the transportation needs of many seniors and disabled adults without transportation options.
- ❖ Road Inventory – During 2008, NRPC staff prepared the updated the data in the town Road Inventory. This data set allows officials from the Town and NH DOT to have the most up to date information on Litchfield's roads and will be used for planning road improvements in the community.
- ❖ Transportation Emergency Preparedness Plan – During fall 2008 NRPC began a project to identify the impacts of emergencies on the region's transportation system and identify methods to prepare for and mitigate the impact of those emergencies. Members of the town staff including police, fire and planning are participating in this effort.
- ❖ Environmental Planning for Transportation Projects – Also during the fall of 2008, NRPC began a project that will assess the environmental impacts of all transportation projects that are planned for the Souhegan Valley watershed and identify approaches to coordinating the mitigation process to achieve the greatest environmental benefit. Members of the town conservation commission and non-profit groups located in the community are actively participating in the development of this project.
- ❖ Regional Traffic Model – NRPC is updating the regional traffic model to provide morning and afternoon peak hour traffic forecasts. This will allow NRPC to



provide more specific information to the town when assessing the impact of traffic from new development. This capability is available for town use whenever there is interest, without cost, and the town staff has utilized NRPC traffic expertise on several occasions during 2008 to help study critical intersections and development issues.

- ❖ Long Range Transportation Plan – During 2008, NRPC completely updated the region's Long Range Transportation Plan, Transportation Improvement Program and Air Quality Conformity Analysis. These documents identify transportation priorities for the region and each of the municipalities and are required to receive funding for transportation improvement projects.

## **Land Use and Environment**

- ❖ Lower Merrimack River Corridor Management Plan – During 2008 NRPC completed a full update of the Lower Merrimack River Corridor Management Plan. This plan analyzes the lands surrounding the Merrimack River in Hudson, Litchfield, Merrimack and Nashua and provides recommendations for policies, programs and projects that will protect water quality and the river habitat as well as improve public enjoyment of the river. This project was completed by NRPC free of charge to the town using grant funds from the NH Department of Environmental Services.
- ❖ Merrimack River Trails Inventory – During 2008 NRPC completed the Merrimack River Trails Inventory in Hudson, Litchfield, Merrimack and Nashua. This study identifies the existing trails that allow access to the river and identifies issues with the use of the trails. The study also identified several significant challenges that exist to opening access to the river to the public and will help town and state officials as they consider policies related to river access.
- ❖ NRPC Energy Program – This year, NRPC began a multi-year project to provide support to local energy committees. The NRPC will assist these committees in conducting an inventory of the energy use of town facilities and buildings. The NRPC will then assist the town in identifying steps that can save energy at each facility and develop a road map of the steps the energy committee should be taking to achieve energy and cost savings at town facilities and buildings. This project will extend through 2009.
- ❖ Legislative Services – On an annual basis, NRPC is actively engaged with members of the Legislature on issues that concern member communities. During the 2008 session NRPC was actively engaged legislative issues related to land use law, workforce housing, transportation funding, and commuter rail.
- ❖ Workforce Housing – During 2008 NRPC updated the Regional Housing Needs Assessment. This document is a planning tool for the Litchfield Planning Board

that identifies the amount of housing that will be needed in the community by 2015. The town Planning Board can use the Regional Housing Needs Assessment to determine if it is planning for an adequate supply of housing for all income groups in the community. NRPC also provided tools that the town can use in updating its housing policies including assessment tools and model ordinances.

- ❖ Innovative Land Use Planning Guidelines – NRPC working with the other NH regional planning commissions and NH Department of Environmental Services completed development the Innovative Land Use Planning Guidelines. This document provides background research, case studies and model ordinances for the application of innovative land use techniques in New Hampshire communities.
- ❖ Brownfields - NRPC continued its regional brownfield assessment process. This process is identifying brownfields throughout the region that qualify for federal and state funding programs. NRPC staff worked with local officials to identify qualifying brownfields in each of the member communities. Staff then directed NRPC's consultant in preparing Phase I and Phase II brownfields assessments for each of the sites. NRPC staff also worked with town staff members and affected property owners to provide education on the brownfield process and on potential funding sources for cleanup activities. This year NRPC completed an assessment of petroleum related brownfields and began assessing brownfields related to all other pollutants.
- ❖ Regional Stormwater Coalition – The Regional Stormwater Coalition has been working together under NRPC's leadership to help communities required to meet NPDES Phase II stormwater mandates by sharing information and resources. This year the stormwater coalition focused its efforts on developing educational curriculum that can will be used in the schools to train elementary and secondary school children.
- ❖ Resources and Training – Through the innovative iTRaC (Integrating Transportation and Community Planning) program the NRPC provided a wide array of resources to town volunteers and staff. Resource cards and information sheets were developed on road standards, wildlife habitat, steep slopes, inclusionary zoning, landscaping and streetscaping, and scenic roads and byways. Training workshops were conducted on habitat protection planning, an update on NH legal issues for land use and the environment, on shoreland protection, on Planning Board basics, and on integrating landscaping and streetscaping.
- ❖ iTRaC E-News – NRPC also launched the iTRaC E-News which provides bi-monthly updates on projects, training and resources available through the NRPC iTRaC program.
- ❖ Household Hazardous Waste Program – The Household Hazardous Waste (HHW) Program provides residents of the region with the opportunity to dis-



pose of common household chemicals in an appropriate fashion so that pollution of the region's watersheds and groundwater can be avoided. An electronics recycler also participates in these events enabling attendees to dispose of high tech items such as old computers, phones, TV's and other appliances that include hazardous materials. Five HHW events were held this year that were attended by 15 Litchfield households.

### **Geographic Information Systems (GIS)**

- ❖ The GIS staff at NRPC continues to maintain a diverse collection of spatial databases including local roads, real property parcels, zoning, land use, and environmental conditions. This data is applied extensively to provide mapping and analysis for local and/or regional projects.
- ❖ Updated NRPC Standard Map Library for Litchfield. These four standard maps show the Town's Roads and Town Facilities, Environmental and Conservation Areas, Existing Land Use and an Aerial Image of the Town. Two sets of these maps have been provided to the Town.
- ❖ This year NRPC worked with the town assessor and the Registry of Deed database to update the town digital parcel map to include all changes to property data. This item is a critical component of many projects conducted in the town and is always available to the town from NRPC free of charge.
- ❖ Provided town volunteers with all the existing GIS data on CD for use on Town projects. This data has been developed and maintained by NRPC and would have cost many thousands of dollars for the Town to develop on its own.
- ❖ Completed regular maintenance tasks and performed updates to the Litchfield GIS data which is maintained by NRPC, including digitizing new roads, parcels, protected lands, zoning changes, trails, social service or child care providers, land use and other baseline data.
- ❖ Mapped and analyzed trends relative to real estate transactions for the year to maintain a tool for monitoring sales trends.
- ❖ Addressed numerous mapping requests from the Town officials and the public.
- ❖ Continued to update and expand the regional annotation layers for improved clarity, accuracy and detail in mapping tasks.

**PINECREST CEMETARY ASSOCIATION OF LITCHFIELD, N.H.**

**NOTES TO THE FINANCIAL STATEMENTS**

**DECEMBER 31, 2008**

Pinecrest Cemetery Association of Litchfield, NH is a non-profit association established to improve and maintain the Pinecrest Cemetery located in Litchfield, NH. It is on the cash basis of accounting with its year-end on December 31st.

CASH

Checkbook

\$ 226.70

SAVINGS

Citizen Bank

\$28,507.88

CERTIFICATES OF DEPOSITS

<u>Bank</u>	<u>Acct #</u>	<u>Expires</u>	<u>Amount</u>
Citizen Bank		09-10-09	\$1,000.00
Citizen Bank		09-24-09	4,418.25
			<u>\$5,418.25</u>

CONTRIBUTIONS

Town of Litchfield

\$800.00

INTEREST INCOME

Type  
Savings/Checking

Amount  
\$ 224.25

INHERITANCE

Estate of Donald Kelley

\$7,379.23

**PINECREST CEMETARY ASSOCIATION OF LITCHFIELD, NH**

**BALANCE SHEET**

**DECEMBER 31, 2008**

ASSETS

Current Assets:

Cash	\$ 226.70
Savings	28,507.88
Certificates of Deposits	<u>5,418.25</u>

Total Current Assets \$34,152.83

Total Assets \$34,152.83

LIABILITIES & STOCKHOLDERS EQUITY

Current Liabilities: \$ 0.00

Long Term Liabilities: 0.00

Equity:

Principal Fund \$18,403.25

Income Fund \$ (664.99)

Retained Earnings \$13,303.90

Net Income (Loss) 3,110.67 \$15,749.58

Total Stockholders Equity 34,152.83

Total Liabilities & Stockholders Equity \$34,152.83

**PINECREST CEMETARY ASSOCIATION OF LITCHFIELD, NH**  
**INCOME STATEMENT**  
**FOR TWELVE MONTHS ENDED DECEMBER 31, 2008**

Income		
Contributions	\$ 800.00	
Interest Income	<u>224.25</u>	
		\$ 1,024.25
Operating Expenses:		
Paving	\$ 2,000.00	
Landscaping	\$ 1,780.00	
Tree Cutting	950.00	
Professional Fees	285.00	
Water	202.81	
Filing Fees	<u>75.00</u>	
Total Operating Expenses		<u>\$ 5,292.81</u>
Net Ordinary Income (Loss)		<u>\$ (4,268.56)</u>
Other Income:		
Inheritance		<u>\$ 7,379.23</u>
Net Income (Loss)		<u>\$ 3,110.67</u>



## 2008 Planning Board Annual Report

The Litchfield Planning Board is made up of volunteers appointed by the Board of Selectmen to serve the town by guiding and making recommendations related to the development of the municipality. We rely on Nashua Regional Planning Commission for staffing a part-time planner.

During these economic slow periods we have re-directed our attention to finishing the update of the Capital Improvement Program (CIP), for the time period 2009 -2014, to help the Selectmen, Budget Committee, and Department Heads plan for capital expenses. The CIP should be updated every two to three years.

We have instituted an economic development subcommittee with funds from the I-93 Community Technical Assistance Program. This will enable us to create a web page for economic development. We also plan to conduct a business survey and economic development summit.

We have signed a contract with an outside planning consultant to review and re-adjust our impact fees for new development.

The state of NH has mandated that Towns address the issue of work-force housing. The Board discussed this over several meetings but decided against bringing anything to the voters this year. We will continue to address this lack of housing throughout the coming year.

Respectfully submitted,

Steven Perry, Chairman	2011
Jayson Brennen, Vice-Chair	2009
Alison Douglas, Clerk	2009
Leon Barry	2010
Mary Ann Geist	2011 (resigned)
Frank Byron	Selectmen's Rep.
Marc Ducharme	2010
Edward Almeida	2009 (alternate)
Carlos Fuertes	2010 (alternate)

# LITCHFIELD POLICE DEPARTMENT

## ANNUAL REPORT 2008

Litchfield Residents

Honorable members of the Board of Selectmen

It is with pleasure that I submit for your perusal the 2008 Annual Report for the citizenry of Litchfield, New Hampshire.

The Town of Litchfield has seen its share of growing pains over the past few years. This year we saw more than a **100%** increase in residential burglaries and nearly **75%** increase in thefts from motor vehicles. We also had an over **300%** increase in identity theft crimes. This trend will only continue due to the poor economic times. **The loss of property is over \$345,000.00.**

I have placed additional police officers on warrant articles for what will be the 4th time with no success. It is critical that we follow the plan that was laid out by Municipal Resources Inc. (**MRI**). I scaled back the recent proposal to a single police officer for 2009. This report can be reviewed at [Litchfieldpd.com](http://Litchfieldpd.com)

In an attempt to problem-solve this serious deficiency in our patrol force I have hired two experienced **part time** police officers from surrounding communities. This is not the end all for this problem just a band aid until we can become adequately staffed. **MRI** in their projections for the police department up to 2010 identified a shortfall in our patrol staff at 3 police officers. I have tried to implement the additions slowly especially during our economic downturn. It is essential to have adequate staffing to keep Litchfield the safe and secure community you deserve.

In December of 2008 we hired two experienced **part time** police officers to assist our growing needs. Officer Michael Houle of the Derry Police Department was hired as a **part time detective**. This will be the first time in Litchfield history that we had a person dedicated to a much needed criminal investigations unit. Mike has a vast amount of experience ranging from burglaries, thefts, arsons, and homicides. He was instrumental in the investigations of the Jay Brooks and Violette murders in Derry, New Hampshire. His experience will prove to be beneficial in training your police officers.

Officer Michael Corl recently retired from the Londonderry Police Department with over 24 years of experience ranging from patrol, K-9, detective, and School Resource Officer. He will be assigned as a **part time police officer and School Resource Officer** at Campbell High School.

Another addition to our part time staff is Dennis Tessier. Officer Tessier was hired in January of 2008 and graduated the 253 Part –Time Officer Academy in August 2008. Dennis completed the rigorous 12 week field training program and has been assisting in the much needed shift coverage. He will shadow a full time police officer for approximately one (1) year.

We also filled the position left vacant by Sharon Harding Reed retirement with Andrea Baril. Andrea has a vast amount of experience in administrative duties, purchasing, buyer, and office assistant. She has a degree from the University of Massachusetts. Over the past several months she has been instrumental in policy review, and starting the voluntary accreditation process.

Our continued success relies upon the hiring of the” right “people for the job; we have taken great steps to hire only the best for the residents of Litchfield. I will not allow a position to be filled just because we have an opening and we need a warm body. The part time positions recently hired were carefully selected with an eye to the future of the police department. When you interact with these officers you will see the dedication and tenacity they bring to the town of Litchfield. Welcome Aboard!!

I am pleased to report that we lost no full time officers in Litchfield for the year ending 2008. Part Time Officer Frank Jones moved on to become the Police Chief of Salisbury, New Hampshire.

In closing it is a pleasure to serve in the community of Litchfield. I have caring residents and business owners stop by the police station, or stop me in the streets and express their gratitude for the officers who serve you. We are truly fortunate to have such a dedicated group of officers and staff at the police department. I would like to thank each and every member of the police department for the jobs you do.

The police department would not be what it is today without the continued support of the other town departments and their staff. I would like to personally thank the Selectman’s Office, Fire Department, Road Agent, Town Clerk/Tax Collector, Litchfield Schools, and Code Enforcement for their support throughout the year.

Respectfully,  
Joseph E. O’Brion, Jr.  
Chief of Police

## 2008 COMMUNICATIONS CENTER STATISTICS

	2007	2008
Radio Communications	15,334	11,802
Telephone Communications	12,922	10,174
911 Calls	202	171
Walk In Service	1,798	1,690



2008 Offense Log Statistics

Arrests	2007	2008		2007	2008
Adult	176	142	Kidnapping	0	0
Juvenile	24	36	Loitering	0	0
Protective Custody	17	14	Lost Property	13	13
Abandoned 911 Calls	96	72	Medical Emergency	109	88
Alarms	146	176	Missing Person	9	5
Alcohol, Prohibited Sales	0	0	Misusing Absentee Ballot	0	0
Alcohol, Unlawful Possession	6	7	Murder, Attempt to Commit	0	0
Animal Involved Incidents	57	70	Neighbor Dispute	9	19
Arson	2	3	Noise Complaint	39	31
Assaults (All)	55	54	Obstructing Report of a Crime	4	6
Attempt to locate	0	1	Open Door/Unsecured Building	31	34
Attempted Suicide	2	3	Paperwork Service	149	149
Bench Warrant	2	12	Pawn Shop Sales	23	29
Burglary	11	24	Personal Property, Seizure of	0	0
Burglary, Attempt to Commit	2	3	Pistol Permit Application	72	93
Bylaws as to Non Attendance, School	0	0	Police Information	265	224
Child Abuse-Non Violent	0	1	Police Service	223	281
Child Neglect	0	1	Pornography, Child	0	0
Civil Standby	30	26	Pornography, Computer Prohibited	0	0
Computer Related Crime	2	0	Pornography, Internet	0	0
Contributing to the Delinquency of a Minor	0	0	Practicing Medicine without a License	0	0
Criminal Liability for Conduct of Another	1	0	Receiving Stolen Property	2	2
Criminal Mischief	114	101	Recovered Property	12	15
Criminal Threatening	24	24	Resisting Arrest	4	4
Criminal Trespass	18	20	Robbery	0	0
Custody, Interference with	0	0	Robbery, Armed	1	0
Deceptive Business Practices	0	0	Robbery, Armed, Conspiracy to Commit	0	0
Default/Breach of Bail Conditions	1	6	Runaways, Habitual	12	26
Department Assist	58	58	Selling Air Rifles to Young Persons	2	0
Destruction, Attempt to Commit	2	0	Sex Offenders, Registration of	10	3
Detaining Books, Overdue matter	0	0	Shoplifting	0	0
Disturbance in School	3	0	Shots Fired	10	5
Dog Control/Running at Large	55	69	Stalking	1	1
Dog a Menace, Nuisance/Vicious	13	13	Suicide	1	0
Dog, License required	2	8	Suspicious Activity	105	71
Domestic Disturbance	51	43	Suspicious Persons	32	23
Drug Law Violation	4	10	Suspicious Vehicles	25	38
Duty of Parent/School Attendance	0	0	Theft	21	32
Endangering Welfare of a Child	2	0	Theft by Deception	2	4
Extortion, Attempt to Commit	0	0	Theft by Unauthorized Taking	12	9
False Information	0	0	Theft from a Motor Vehicle	26	43
False Personation	0	0	Theft of Services	3	3
False Report to Law Enforcement	0	2	Theft of a Motor Vehicle	5	5
False Swearing	0	0	Tobacco Violations	8	2
Felon/Possession of Dangerous Weapon	1	0	Town Ordinance Violation	12	10
Fire	21	24	Trespassing on School Property	0	0
Fire Code Violations	0	0	Truancy	0	0
Fireworks, Display of	0	1	Unlawful Activities (Littering)	5	2
Fireworks, Possession of	0	1	Unruly Juvenile	9	18
Forgery	0	1	Unsworn Falsification	0	0
Found Property	1	2	Untimely Death	3	4
Fraud, Attempt to Commit	2	0	Unwanted Person	0	6
Fraudulent Use of Credit Card	2	1	Vehicle Repossession	0	0
Handgun, Carrying W/O Permit	0	0	Violation of Probation/Parole	1	3
Harassment	37	35	Violation of Protective Order	9	19
Hindering Apprehension	0	0	Welfare Check	47	38
Identity Fraud	3	10	Wire Fraud, Attempt to Commit	1	0
Illegal Night Hunting	0	0	Witness Tampering	0	1
Indecent Exposure/Lewdness	2	1			
Infernal Machine, Possession of	0	0			
Insurance Fraud	0	0			
Involuntary Emergency Admission	0	1	Business Checks	16,899	16,805
Issuing Bad Checks	10	16			

## 2008 Motor Vehicle Statistics and Summonses

	2007	2008
Motor Vehicle Accidents	54	66
Accident, Conduct after	8	7
Accident, False Report	0	0
Accident, Police Report Required	17	16
Abandoning a Vehicle	1	2
Alcohol, Transporting	8	7
Alcohol, Transporting by a Minor	1	7
Allowing an Improper Person to Operate	1	2
Approaching Emergency Vehicles	0	2
Assist Motorist	60	63
Checkups	60	38
Child Passenger Restraints Required	1	4
DWI	39	53
Defective Equipment	8	5
Disobeying a Police Officer	6	3
Disorderly Conduct	14	29
Failure to Dim	5	4
Failure to Signal	1	2
Failure to Yield	2	1
Following too Close	1	2
Habitual Offender	2	1
Headlights, Failure to Turn on	2	1
Highway Markings	4	8
License, Fail to Obtain	0	1
License, Name, Address Change	1	1
License, Possession of	19	15
License Prohibitions	2	0
Littering	2	0
Misuse of Plates	9	7
Motorcycles, Riding upon	0	0
Negligent Driving	5	1
Obstruction of Driver's View	0	1
OHRV Complaints	40	16
OHRV, Unregistered	0	2
Operating after Suspension/Revocation	10	9
Operating without a Valid License	1	12
Passing on the Right	0	0
Probationary License	4	3
Reckless Conduct	0	4
Reckless Driving	6	5
Registration, Address, Name Change	0	0
Registration, Possession of	13	1
Registration, Suspended	14	15
Road Hazard	20	25
Road Rage	1	3
School Bus Violation	0	0
Speed	163	118
Stop Sign	16	20
Tinted Glass	4	2
Turn Signal Required	3	0
Uninspected	74	64
Unauthorized Use of a Propelled Vehicle	0	2
Unregistered	4	5
Unsafe Tires	0	1
Use of Firearms Restrictions	1	0
Vehicle entering from Driveway	0	1
Yellow Line	8	13

## 2008 Warnings

	2007	2008
Allowing an Improper Person to Operate	2	0
Approaching Emergency Vehicles	0	2
Avoidance of Traffic Sign	0	0
Bicycle, Headlamp required at night	0	0
Boundary Dispute	1	0
Child Restraints Required	1	1
Criminal Trespass	10	2
Defective Equipment	666	489
Driving on Sidewalks	0	0
Driving on Divided Ways	0	0
Emergency Lights Prohibited	1	4
Eye Protection	2	2
Failure to Dim	56	46
Failure to Yield	4	5
Failure to Signal	22	66
Following too Close	16	15
Highway Markings	172	146
Lamp or Flag on Projection from Vehicle	1	3
License, Name/Address Change	7	20
License Required	13	6
Littering	8	7
Misuse of Plates	162	184
Motorcycle License Required	1	0
Muffler Noise	3	15
Negligent Driving	2	5
OHRV Operation	1	1
OHRV, Unregistered	0	2
Operating after Suspension	0	1
Overtaking on the Left	1	0
Protective Eye & Face Gear	1	0
Protective Head Gear (motorcycle)	1	0
Reckless Driving	8	3
Registration Required	10	8
Restricted Access	0	0
Restricted License	1	1
School Bus Violation	1	0
Speed	589	598
Speed, Minimum Required	0	5
Stop Sign	61	102
Stopping, Standing, Parking Prohibited	30	7
Suspicious Activity	1	4
Tinted Windows	6	7
Turn Signal Required	43	5
Unattended Vehicle	0	0
Unregistered	14	14
Uninspected	87	124
Unsafe Backing Up	1	0
Vehicle Entering from Driveway	2	0
Wrecker, Special Lighting Required	0	1
Yellow Line	8	13



## **LITCHFIELD RECREATION COMMISSION ANNUAL REPORT FOR 2008**

The Litchfield Recreation Commission (LRC) was established by the Town in 2000, pursuant to State law RSA 35-B. The LRC is charged with the management and operation of all Town recreational lands and facilities, and is solely empowered to enact policies and otherwise manage these facilities. The LRC also functions as a department head for the Town's Parks and Recreation Department. Unlike most towns in the local metropolitan area, Litchfield has no professional parks and recreation director or staff, and so most of the efforts in running this department and carrying out recreational programs are accomplished by volunteers, local organizations, and contractors. Throughout the year 2008, the LRC faced several major challenges and numerous changes both in its membership and in conducting its business. The year also saw several major accomplishments and a great deal of learning.

### **Commission Formation and Finances in 2008**

The LRC is nominally composed of seven full members (one of which is a Selectman ex-officio appointment) and four alternates. At the start of 2008, the LRC was comprised of only two full members and two alternates – the bare minimum for a quorum. A little more than two months into the year, on March 11, the LRC's current Chairman (who was also the Town Treasurer) abruptly resigned in the face of charges brought by the State. The loss of its chairman severely impacted the LRC with a great loss of institutional and operational knowledge. Additionally, this dropped the LRC below the minimum number for a quorum, resulting in a situation where the LRC was unable to act officially. It would require another two months for the Selectmen to appoint enough new members to form a quorum. The first meeting of the current LRC was held on May 8, 2008, and by the end of May, the LRC was fully constituted with full members (no alternate positions were filled during 2008). The rest of the year proved to be a major learning experience for all LRC members as they dealt with the Talent Hall repairs, field and facility usage requests and policies, budget work, working with Town resources and communications, and a field expansion project. Approximately 16 meetings were held from May through the end of the year.

The LRC members essentially had to learn their duties from scratch, including what services were available, paying bills, managing contract expenses, arranging for repairs, and managing fields and facilities. In particular, assembling the 2009 budget request was a new experience and all members contributed to this effort. The LRC was acutely aware of the financial issues facing the Town's citizens, and worked hard to propose a budget for 2009 that was 11% below last year's budget without reducing current services. In addition, the LRC held the line on spending in 2008, due to a desire to be responsible with Town monies while overcoming its inexperience in conducting Town business (most members are new this year and all are performing in new roles).



Summary statistics for the Parks and Recreation budget and spending for 2008 appear below. The 2008 Parks and Recreation budget was \$100,733.00, about 2.3% of the overall Town budget (excluding schools). For 2008, the average homeowner paid approximately \$32.00 in taxes for the entire year (about \$2.67 per month) for the 2008 parks and recreation budget.

	<i>Budgeted</i>	<i>Spent</i>	<i>Unspent</i>
Town Budget for 2008 (exclusive of school district):	4,374,452.00	4,136,121.97	238,330.03
Parks and Recreation Budget for 2008:	100,733.00	74,104.91	23,528.09
Parks and Recreation Budget portion:	2.30%	1.79%	9.87%

**Fields, Facilities, and Partnerships**

Being composed of volunteers, the LRC rarely originates recreational events on its own. More often, the LRC interacts with Town schools, civic organizations, and local sports leagues to cooperatively provide recreational opportunities. The LRC acts as an approval and scheduling authority for usage requests, while setting rules for proper usage and access and providing for maintenance of facilities such as Talent Hall and Town-owned fields. Fields and facilities under the LRC’s jurisdiction in 2008 included:

- Roy Memorial Park (2 Woodhawk Way), including Talent Hall and all park grounds
- Scott F. Innes Sr. Field, formerly known as “Brickyard Field” (Brickyard Drive)
- Corning Road baseball fields
- Jeff Lane baseball fields
- Public tennis courts (Albuquerque Avenue)

It should be noted that the LRC only has authority over Town-owned recreational properties and facilities. It does not have authority or responsibility for those owned by the School District, Conservation Commission, privately-owned properties, and Darrah Pond proper (the water body itself, which by State law is property of the State of New Hampshire).

In general, the LRC gives preference to organizations and events that are comprised fully or significantly of Litchfield residents. Such organizations that the LRC interacted with in 2008 include (in alphabetical order):

- Granite State Rockettes AAU Basketball Team
- Litchfield Arsenal Travel Baseball Team
- Litchfield Baseball Association

- Litchfield Blast Travel Softball Teams
- Litchfield Cub Scouts
- Litchfield Girl Scouts
- Litchfield Girls Softball League
- Litchfield Lions Club
- Litchfield School District
- Litchfield Recreational Basketball League
- Litchfield Youth Soccer Association
- Litchfield/Nashua Nightmares ASA Softball Teams
- St. Francis School
- Tabernacle Community Church

To provide and maintain fields and facilities, the LRC primarily relies on contractors for field mowing and maintenance, landscaping, building repairs, and professional services. Other paid services include trash removal, chemical toilets, and utilities for electricity, water (Talent Hall only), and propane. However, a significant amount of volunteer efforts and in-kind contributions were and continue to be made by many individuals and organizations, helping to offset costs while improving facilities and quality of life here in Litchfield. As a complete listing of these individuals and organizations is not available (and would be too long to fit here), the LRC publicly thanks all who have donated their time and efforts in 2008 toward public recreational purposes in our Town. There were three significant donations in 2008 that deserve special thanks:

- To Litchfield Youth Soccer League, for fundraising and installation of a new granite memorial and bench at the Scott Innes Sr. field on Brickyard Drive, in memory of Scott Innes (who was also a former member of the LRC);
- To Litchfield Girls Softball League, for time and labor in the repainting of the entire exterior of Talent Hall;
- To Continental Paving for their assistance and efforts in designing and installing the new paved access way and new side exit steps at Talent Hall.

### **LRC Projects in 2008**

The year 2008 began with the LRC dealing with the closing of Talent Hall over safety concerns. These were identified by the Fire Chief at the end of 2007, and the Board of Selectmen ordered the Hall closed through January 24. Dealing with this list of issues would prove to be a year-long project. In order to address these issues, most of which required repairs not included in the original 2008 budget, the Town added an additional \$15,000.00 to the Recreation budget during the 2008 deliberative session. For the rest of 2008, until a new assembly permit was issued by the Fire Chief, the LRC required a fire watch for all events at Talent Hall with expected

attendance of more than forty-nine persons. The safety issues addressed during 2008 were as follows:

- Repaired the rear fire escape railing balusters.
- Side and rear exit door closers were replaced/repared as needed.
- The main entry doors were replaced to meet requirements of being able to fully self-close and open 180 degrees to allow unobstructed access into and out of the building.
- Side door exit platforms and steps were replaced to conform to the requirements for a “durable all-weather surface to a public way” per the Life Safety Code and Uniform Fire Code.
- Automatic door closers were added to the bathroom doors.
- A working service panel was added to provide the access to the storage area under the stage.
- Interior signage was added to identify exit and non-exit doors.
- Existing emergency and exit lights were restored to working order.
- Emergency lighting was added on the exterior of the egress doors, including the addition of protective covers.
- Interior finish of the plywood walls was repainted with special flame resistant paint meeting the requirements for a class “C” fire rating.
- A checklist was installed to provide documentation supporting regular in-house inspections of the fire extinguishers, exit lights and emergency lights.
- A paved access way was installed that surrounds the entire building, connecting to all exit doors at the base of the stairs and providing a durable path from all doors to the parking lot.

Other repairs made to Talent Hall included:

- Installation of new weather-stripping, to reduce cold drafts and heating costs
- Installation of an electronic lock to better manage access to Talent Hall (users are now issued time-based codes rather than physical keys)
- Servicing of the heating system, including filter replacements
- Repairs to the ceiling fans to better circulate warm air
- Replacement of backflow valve
- Phone line repairs

In addition to the Talent Hall repair projects, the LRC also worked on continuing the Roy Memorial Park Field Expansion project. In late 2007, approximately 2 to 3 acres of trees were removed at Roy Memorial Park to increase the available field playing area and parking lot. The resulting slope and lay of the ground in those cleared areas resulted in those areas being unusable for recreational sports and other potential uses. During 2008, the LRC met with both the Board of Selectmen and the Planning Board to verify that this project could be paid for with existing impact fees. Use of impact fees was crucial to the project, as the LRC did not wish to use tax



dollars but rather funds already on hand for expansion of recreational facilities, which if not used would eventually be lost.

A Request for Proposals (RFP) for the field expansion was drafted in August. After discussions on how to develop construction specifications, the LRC contracted with Benchmark Engineering to obtain an engineering survey and plan. That was incorporated into the RFP (#LRC-2008-01), which was released on October 19 and due October 28. A total of eight responses were received. However, before the LRC could complete their review of the responses, the current Town Treasurer and his deputy abruptly resigned, raising several serious questions regarding Town funds in various accounts (including impact fees) and the accuracy of their balances. Due to the ensuing confusion, along with the time necessary to appoint a new Treasurer, the LRC placed all activity concerning the RFP and its responses on hold until an accurate accounting of Town funds, including available impact fees, was available. In particular, the LRC did not wish to execute any contracts without being sure of available funds. As the year ended, the LRC requested an updated, verified amount of impact fee monies available for recreation purposes from the new interim treasurer. Completion of this project is slated to occur during 2009.

In closing, it is the Litchfield Recreation Commission's mission to promote and increase recreational opportunities in our Town; to keep our Towns' recreational facilities open, safe, and cost-efficient within available funding; and manage to the best of our abilities the Town's available resources for parks and recreational purposes. We appreciate the opportunity to serve the Town and look forward to a successful 2009.

—Submitted by the 2008 Litchfield Recreation Commission:

Anthony Schaffer, Chairman  
David Hansberry, Vice-Chairman  
Sandra Vance, Secretary  
M. Patricia Jewett, Selectman ex officio

John Bryant, Member  
Andrew Collins, Member  
Maurissa Fluet, Member



# Litchfield Zoning Board of Adjustment Annual Report

## ◀ 2008 ▶

The Litchfield Zoning Board of Adjustment (ZBA) has 5 members appointed by the Board of Selectmen. The Board meets at 7 P.M. on the second Wednesday of each month in the Town Hall meeting room to hear requests from applicants to appeal administrative decisions and requests to grant variances, special exceptions or equitable waivers.

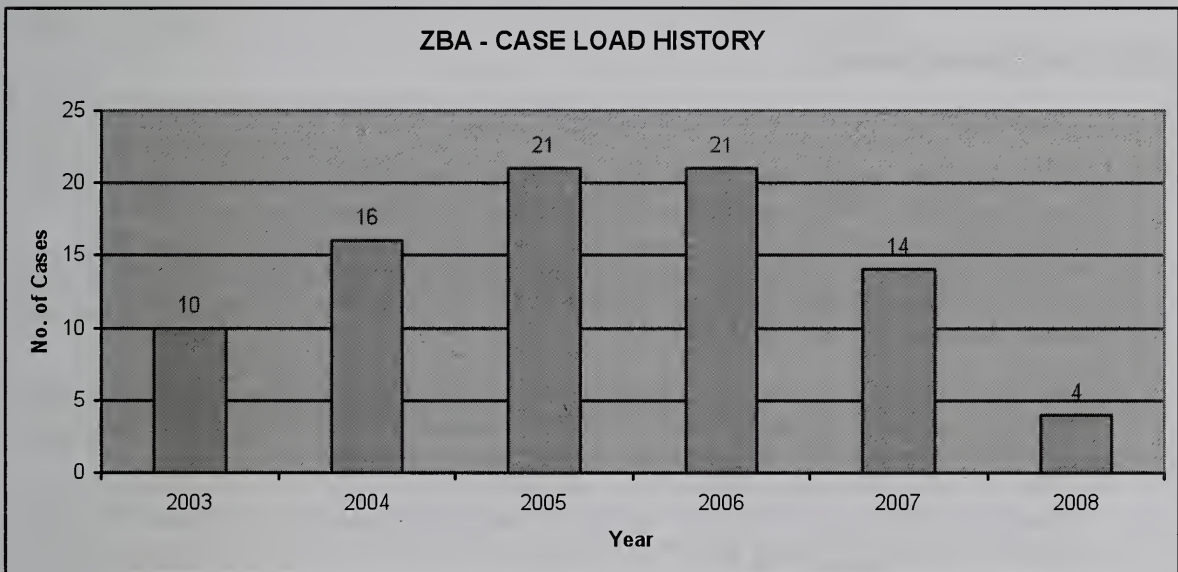
### **ZBA Membership Changes:**

Richard Riley was nominated Chair Person in March replacing Greg Lepine  
Laura Gandia was nominated Vice-Chair Person in March for another year  
Tom Cooney was nominated Clerk in March replacing Rick Riley  
John Brunelle was appointed as an Alternate in March for a three year term  
Greg Lepine was appointed as an Alternate in March for a one year term

There are currently 5 members and 4 alternates on the Board. The law allows for 5 alternates which means that there's room for 1 more. The Chair, Vice-Chair, and Clerk positions are nominated by ZBA members each year in March.

### **ZBA Case Load:**

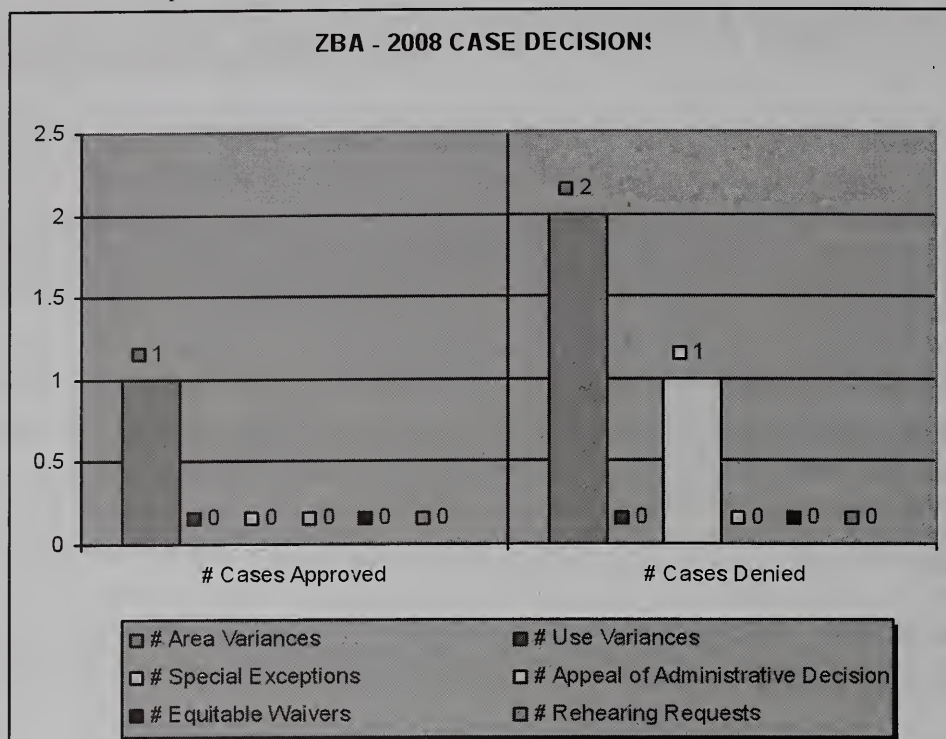
In 2008 the Board heard testimony and made decisions on two (2) new cases. In addition two (2) cases were continued into 2008 from 2007. This was an unusually light case load as demonstrated by the graph below.



Of the total case load heard in 2008:

- 2 new cases were requests for Area Variance (1 approved, 1 dismissed )
- 1 carry over from 2007 was a request for Area Variance
- 1 carry over from 2007 was a request for Special Exception
- There were no requests for a Use Variance
- There were no requests for Appeal of Administrative Decision
- There were no requests for Equitable Waivers

- There were no requests for a Rehearing



#### **ZBA Training, Seminars, Certifications:**

- One ZBA member attended the NHARPC OEP Spring Conference
- Fall training was canceled as part of our efforts to reduce budget spending

#### **ZBA Miscellaneous Business:**

- The ZBA By-Laws were amended as follows:

**4.8 Use of Stenographer.** An Applicant's use of a stenographer or other clerical person for the purpose of verbatim recording of a hearing shall be permitted provided that the applicant notifies the BOARD at least one (1) week prior to the scheduled hearing. The BOARD shall make reasonable allowances to facilitate the request. A complete unedited copy of the transcript shall be provided to the BOARD within 20 calendar days from the hearing date at no cost to the BOARD.

- The ZBA started the process of reorganizing our case files. Only documents required for the official record are being kept. Case files are being renamed with MAP & LOT information to comply with recommendations from the building department head.
- The ZBA is awaiting the outcome of the appeal to Docket No.: 07-E-0169 Continental Paving, Inc. et al. v. Town of Litchfield. Town attorney David Leferve submitted the brief to the NH Supreme Court in November 2008 and is waiting to hear if oral arguments will be required.

I'd like to thank all the Board members and alternates for the time they spent this past year performing this important service for the town. I'd also like to thank Robin Gann, our recording secretary, who took our minutes this year.

Respectfully submitted,

Richard Riley, Chairperson  
 Laura Gandia, Vice Chairperson  
 Tom Cooney, Clerk  
 Albert Guilbeault  
 John Regan

John Brunelle, Alt  
 Eric Cushing, Alt  
 John Devereaux, Alt  
 Greg Lepine, Alt

**Election / Ballot Voting Results**  
**Town of Litchfield**  
**March 11, 2008**

Moderator John Regan led poll workers in the Pledge of Allegiance to the American flag and declared the polls officially open in the Campbell High School gymnasium at 7:00 a.m. Ballot clerks on duty were Joan McKibben, Bertha Mieckowski, Patricia Regan, Sharon Jones and Nancy Pinciario. Assistant Moderator Philip Reed assisted throughout the day. The polls were declared closed at 7:00 p.m., when the last voter had completed voting.

Twenty-Three(23) new voters registered through the course of the day, bringing the checklist up to five thousand, four hundred twenty seven (5,427). One thousand, three hundred eighty four (1,407) ballots were cast, including thirty three (33) absentees.

Results follow:

**Municipal Votes**

Article 1, Election of Officers:

Selectmen, three-year term:

M. Patricia Jewett	752 Elected
Frank A. Byron	702 Elected

Budget Committee, two three-year terms:

Raymond C. Peeples Jr.	1113 Elected
Paul D. Parker	1027 Elected

Town Clerk/Tax Collector, one three-year term:

Theresa L. Briand	1756 Elected
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Treasurer, one three-year term:

Horace W. Seymour III	606 Elected - Resigned
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Library Trustees, two three-year terms:

Diane L. Jerry	1828 Elected
Amy Carnignan	32 Write-in elected

Checklist Supervisor, one Six year term:

Christine E. Lepine	1033 Elected
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Article 2. Are you in favor of the adoption of the Zoning Ordinance Amendment No 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

AMEND Growth Management – Section 2106.00, Sunset; to extend the sunset date from 2008 to 2010 by amending the following text, “This ordinance expires May 1, 2010 unless re-adopted prior to that date”

This amendment has Planning Board approval.

Yes	1431	Carried
No	583	

Article 3. “To see if the Town will raise and appropriate the sum of \$1.9 million for the design, construction, and fit-up of a new fire station on Town owned land at Two Liberty Way, and authorize the issuance of not more than \$1,900,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33), and to authorize the Board of Selectmen to issue and sell such bonds or notes and to determine the rate of interest thereon; and further, to raise and appropriate the sum of \$52,144.44 for the purpose of paying the first year’s bond issuance costs and interest on said bonds or notes.

Recommended by the Board of Selectmen and recommended by the Budget Committee.

(3/5 Ballot Vote Required).”

YES	927	
No	1329	Defeated

Article 4. Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$4,265,631.00. Should this article be defeated, the default budget shall be \$4,037,400.00 which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA § 40:13,X and XVI, to take up the issue of a revised operating budget only. Recommended by the Selectmen and the Budget Committee.

“NOTE: This warrant article (operating budget) does not include appropriation in ANY other warrant article.”

AMENDED Article 4. Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling



\$4,307,452.00. Should this article be defeated, the default budget shall be \$4,037,400.00 which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA § 40:13,X and XVI, to take up the issue of a revised operating budget only.

“NOTE: This warrant article (operating budget) does not include appropriation in ANY other warrant article.”

Yes 1134 carried  
No 1054

Article 5 To see if the Town will vote to raise and appropriate the sum of \$62,000.00 for engineering services to design Albuquerque Avenue at the Chase Brook drainage project. This appropriation shall be non-lapsing per RSA § 32:7, VI, and will not lapse until the work is completed or December 31, 2012.  
Recommended by the Board of Selectmen and recommended by the Budget Committee.

AMENDED Article 5. To see if the Town will vote to raise and appropriate the sum of \$67,000.00 for engineering services to design Albuquerque Avenue at the Chase Brook drainage project. This appropriation shall be non-lapsing per RSA § 32:7, VI, and will not lapse until the work is completed or December 31, 2012.

Yes 1192 carried  
No 984

Article 6. To see if the Town will vote to raise and appropriate the sum of \$428,300.00 to engineer and construct a road drainage system on Corning Road; and to authorize the use of \$428,300.00 from the Highway Block Grant Fund. This appropriation shall be non-lapsing per RSA § 32:7, VI, and will not lapse until the work is completed or December 31, 2012. Recommended by the Board of Selectmen and recommended by the Budget Committee.

AMENDED Article 6. To see if the Town will vote to raise and appropriate the sum of \$382,680.00 to engineer and construct a road drainage system on Corning Road; and to authorize the use of \$382,680.00 from the Highway Block Grant Fund. This appropriation shall be non-lapsing per RSA § 32:7, VI, and will not lapse until the work is completed or December 31, 2012

Yes 1067  
No 1108 Defeated

Article 7. To see if the Town will vote to raise and appropriate the sum of \$52,600.00 to hire two (2) full-time police officers effective July 6, 2008. The cost for the period of July 6, 2008 through December 31, 2008 is \$52,600.00, of which \$36,200.00 is for salary and \$16,400.00 is for benefits and equipment. The annual

cost for said officers will be \$109,403.00, of which \$75,339.00 will be for salary and \$34,064.00 will be for benefits and equipment. Recommended by the Board of Selectmen and recommended by the Budget Committee.

Yes 1020  
No 1183 Defeated

Article 8. To see if the Town will vote to raise and appropriate the sum of \$10,000 to engineer and construct a road guard rail on Albuquerque Road at Nesenkeag Brook. This appropriation shall be non-lapsing per RSA § 32:7, VI, and will not lapse until the work is completed or December 31, 2012.

Recommended by the Board of Selectmen and not recommended by the Budget Committee

Yes 869  
No 1296 Defeated

Article 9. To see if the Town will vote to discontinue the elected office of Highway Agent, and to authorize the Selectmen to appoint the Highway Agent, which appointment shall be for a term of one (1) year. The current Highway Agent shall continue to hold the office until the 2009 Annual Town Meeting election, at which time the elected office shall terminate. If adopted, the authority of the Selectmen to appoint the Highway Agent shall continue in effect until changed by a majority vote at an annual or special town meeting.

AMENDED Article 9. To see if the Town will vote to direct the Board of Selectmen to investigate changing the position of Road Agent to a full time elected position and to report back to the 2009 Town Meeting.

Yes 1061  
No 1088 Defeated

Theresa L. Briand  
Town Clerk

2008 TOWN OFFICERS AND EMPLOYEE EARNINGS

DEPARTMENT	PERSONNEL	EARNINGS
SELECTMEN'S OFFICE: (The secretarial and clerical personnel also serve as staff to the Building, Health, and Highway Departments, Zoning Board and various committees)	Byron, Frank A.	1,500.00
	Jewett, Marilyn P.	1,896.00
	Lambert, George A.	1,896.00
	Raccio, Alfred C.	1,896.00
	Santom, Andrew	1,896.00
	Peeples Jr, Raymond	396.00
	Dilworth Jr., Howard	55,998.56
	Brodeur, Theresa S.	44,785.36
	Dogopoulos, Lorraine E.	48,079.51
	Durocher, Cecile G.	18,215.83
		176,559.26
TOWN CLERK/TAX COLLECTOR'S OFFICE:	Briand, Theresa L.	51,175.84
	Textor, Patricia A.	42,759.58
	Croteau, Claire L.	26,774.96
		120,710.38
TOWN TREASURER:		
	Harding-Reed, Sharon	976.32
	Stapleton, Joseph	4,017.70
	Seymour III, Horace	1,291.00
		6,285.02
TRUSTEES OF TOWN TRUST FUNDS:		
	Lascelles, Maureen	43.34
	Peeples, Linda L.	86.68
	Hartling, Sheryl M.	86.68
		216.70
VOTER REGISTRATION & ELECTIONS:		
	Lepine, Christine E.	323.40
	Redding, Robert M.	323.40
	Reed, Shirley-Ann	323.40
	Regan, John G.	670.76
	Reed, Philip M.	613.16
	Briand, Leo T.	84.15
	Brunelle, John R.	122.33
	Coughlin, Donna M.	122.33

Falzone, Michael	14.12	
Gann, Robin A.	124.68	
Harding-Reed, Sharon	282.82	
Jones, Sharon	563.09	
McKibben, Joan A.	573.58	
Mieckowski, Bertha A.	608.86	
Pinciario, Nancy L.	530.62	
Pitcher, Steven T.	82.34	
Raccio, Janice D.	14.12	
Regan, George M.	58.27	
Regan, Patricia	602.14	6,037.57
TOWN HALL, LIBRARY AND TALENT HALL CUSTODIANS AND GROUNDSKEEPER:		
Wonson, Arthur R.	13,689.24	
Dexter Martha D	2,881.02	
Seymour IV, Horace W.	1,772.84	18,343.10
PLANNING BOARD:		
McKibben, Joan A.	20,145.06	20,145.06
POLICE DEPARTMENT: (Includes Special Detail Wages and Uniform Allowances)		
O'Brion Jr., Joseph E.	78,715.60	
Millette, Gerard A.	70,971.14	
Brown, Anthony P.	43,457.68	
Costa, Jeffrey S.	59,649.96	
Donnelly, David A.	79,150.47	
Gott, Gary L.	58,616.58	
Hartley III, Russell	60,738.59	
LaPorte, Jeffrey W.	47,409.40	
Savage, Heath H.	70,997.83	
Whelan, Daniel B	51,696.20	
Bennett, Robert D.	14,171.55	
Corl, Michael T.	199.98	
Groulx, Thomas E.	5,617.70	
Harris, Steve P.	9,534.21	
Houle, Michael R.	905.75	
Jones, Frank E.	8,216.42	
Tessier Jr., Dennis	17,252.30	



Bessette, Carol A.	34,156.29
Diviny, Paula J.	49,535.88
Baril, Andrea	18,626.57
	779,620.10

FIRE DEPARTMENT:

Schofield, Thomas B.	25,948.63
Nicoll, Douglas M.	70,976.76
Rea Jr., James E.	45,944.23
Adams, Warren W.	896.76
Allard, Paul	4,777.24
Barton, Steven J.	137.92
Bavaro, James T.	1,297.55
Blundon, Leslie W.	2,941.15
Bourque, Kevin C.	9,450.28
Cady, David M.	7,920.04
Croteau, Michael G.	5,163.84
Davis, Steven L.	431.00
Desmond Jr., Robert	10,276.93
Earle, Derek	7,562.84
Farnham, Edward D.	3,265.55
Garand, Pierre J.	9,639.87
Gaumont, Glenn G.	11,359.08
Glancy, Edward C.	6,221.74
Goulet, Michael R.	3,640.78
Jack III, Row W.	61.50
Kearns, Timothy F.	915.66
Lang, Ryan W.	694.38
Lemay, Mark T.	1,271.39
McInerney, William	7,868.16
Morin, Corey L.	1,377.16
Newell, Jeffrey A.	6,678.36
Perrin III, Leslie	1,552.32
Pinard, Normand J.	802.14
Rafuse, Thomas W.	5,302.14
Ricard, Jason	3,819.44

	Richardson, Timothy	10,588.00	
	Rumrill, Larry O.	2,122.80	
	Schofield, Brian	8,950.67	
	Shea, Matthew	291.92	
	Skafas, Daniel M.	210.20	
	Smith, Kelly P.	2,222.31	
	Travis Jr., John F.	3,928.34	
	Welch II, Robert W.	1,542.98	288,052.06
BUILDING DEPARTMENT:	Lynch, Kevin A.	32,048.61	
	Bergeron, Roland E.	13,743.37	
	Malley, Thomas J.	1,217.16	47,009.14
HIGHWAY DEPARTMENT:	DeCosta, Gerard J.	28,878.77	
	Fauteux, Gilles J.P.	25,526.39	
	Blundon, Leslie W.	8,473.14	
	Faucher, Herve G.	1,725.86	64,604.16
SOLID WASTE DISPOSAL:	Mellen, David L.	42,450.92	
	Worster, David E.	25,103.46	
	Faucher, Herve G.	20,019.07	
	Briggs, James D.	2,811.27	
	Shepherd, James R.	283.44	
	Worster, Joshua D.	7,245.32	
	Blundon, Leslie W.	1,998.00	
	Faucher, Herve G.	532.84	100,444.32
HEALTH DEPARTMENT:	Lynch, Kevin A.	1,331.00	1,331.00

ANIMAL CONTROL OFFICER: (Includes mileage allowance)	Pilon, Gerald F.	13,017.83	13,017.83
LIBRARY:	Varick, Vicki L.	47,049.62	
	Bois, Amy K.	915.88	
	Bois, Kelly E.	1,055.42	
	Curan, Sean M.	1,239.34	
	McKillop, Ann M.	26,822.23	
	Mun, Alyssa H.	2,124.29	
	Pace, Carrie-Anne	27,398.44	
	Robinson, Alexandra	15,975.29	
	Shafer, Caitlyn J.	672.36	
			123,252.87
Total Wages			1,765,628.57

## RESIDENT MARRIAGES – 2008

Groom's Name	Groom's Residence	Bride's Name	Bride's Residence	Town of Issuance	Place of Marriage	Date of Marriage
ODONAGHUE, TIMOTHY C	HUDSON, NH	NATSIOS, ERICA M	LITCHFIELD, NH	HUDSON	HUDSON	02/01/2008
CAMPOLONGO, JAMES G	LITCHFIELD, NH	DIFONZO, MARGARET L	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	04/12/2008
CHRIST, STEPHEN T	HUDSON, NH	MILLER, JESSICA L	LITCHFIELD, NH	LITCHFIELD	NASHUA	04/19/2008
FOURNIER, YANIK	LITCHFIELD, NH	VAN DE CARR, AMBER	LITCHFIELD, NH	LITCHFIELD	DERRY	04/26/2008
BRANGWYNNE, ROBERT M	LITCHFIELD, NH	STEVENS, MARIE	LITCHFIELD, NH	HUDSON	LONDON DERRY	05/10/2008
BELLORADO, NATHAN J	LITCHFIELD, NH	MCMULLEN, ERIN C	HUDSON, NH	NASHUA	KEENE	05/10/2008
DESOUZA, JAMES J	LITCHFIELD, NH	FAWCETT, JACQUELINE A	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	05/17/2008
HORROCKS, RONALD L	LITCHFIELD, NH	MAVROGEORGE, CRYSTAL M	LITCHFIELD, NH	MANCHESTER	LITCHFIELD	05/24/2008
HOGAN, SHAWN P	LITCHFIELD, NH	UNGER, MARIE D	LITCHFIELD, NH	AMHERST	MANCHESTER	05/31/2008
MINCKLER, BLAKE L	MURRIETA, CA	COGSWELL, CARRIE A	LITCHFIELD, NH	LITCHFIELD	MANCHESTER	05/31/2008
GEIGER, MARC D	LITCHFIELD, NH	WASHER, TRACIE J	LITCHFIELD, NH	LITCHFIELD	NASHUA	06/07/2008
LANG, DAVID M	LITCHFIELD, NH	PERRY, LISA M	LITCHFIELD, NH	LITCHFIELD	MEREDITH	06/14/2008
DEMANCHE, JON H	LITCHFIELD, NH	CHANDLER, DEENA N	LITCHFIELD, NH	LITCHFIELD	HUDSON	06/22/2008
MONTALVO, HECTOR L	LYNN, MA	PIEROG, KRISTEN O	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	06/25/2008
HAMEL, RICHARD	HUDSON, NH	HAMEL, JANE M	LITCHFIELD, NH	HUDSON	HUDSON	06/28/2008
D'ORAZIO, MARC A	MANCHESTER, NH	ROGERS, LISA M	LITCHFIELD, NH	MANCHESTER	LITCHFIELD	06/28/2008
GAPONOV, NICKOLAY	LITCHFIELD, NH	NIKOLAYEVA, TATYANA	NEEDHAM, MA	LITCHFIELD	LITCHFIELD	07/19/2008
JACOBSON, BRUCE M	LITCHFIELD, NH	TRANT, ALLISON L	LITCHFIELD, NH	LITCHFIELD	NASHUA	07/22/2008
KUEGLER, THOMAS J	LITCHFIELD, NH	PESULA, MICHELE L	LITCHFIELD, NH	LITCHFIELD	NASHUA	07/26/2008
LOVEJOY, DANIEL J	LITCHFIELD, NH	KONISEWSKI, LAURIE L	LITCHFIELD, NH	HUDSON	HUDSON	07/28/2008
DAVAULT, ALAN R	LITCHFIELD, NH	DOUGLAS, KAREN L	LITCHFIELD, NH	LITCHFIELD	PEMBROKE	08/02/2008
OSEI, KINGSLEY N	LITCHFIELD, NH	SIAW, SANDRA O	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	08/03/2008
YARIS, JARED K	LITCHFIELD, NH	TERRIO, CHRISTIE L	LITCHFIELD, NH	LITCHFIELD	MANCHESTER	08/15/2008
CAMBRAY, NATHANIEL O	LITCHFIELD, NH	FAHA, CATHERINE A	LITCHFIELD, NH	LITCHFIELD	WINDHAM	08/16/2008
BOUCHARD, MATTHEW C	LITCHFIELD, NH	WELLS, LESLEE D	LITCHFIELD, NH	LITCHFIELD	NASHUA	08/16/2008
HART, KENNETH M	LITCHFIELD, NH	GREENWOOD, BARBARA A	LITCHFIELD, NH	LITCHFIELD	HOOKSETT	08/23/2008
JEFFERSON, RICHARD S	MANCHESTER, NH	JACOBSON, LINDA J	LITCHFIELD, NH	MANCHESTER	HUDSON	08/29/2008
LYONNAIS, ROBERT W	LITCHFIELD, NH	MONROE, JODY E	LITCHFIELD, NH	MANCHESTER	HUDSON	08/30/2008
SHAH, AKANT V	MERRIMACK, NH	PARIKH, MANSI U	LITCHFIELD, NH	MERRIMACK	ATKINSON	09/01/2008
BENNETT, ADAM D	HUDSON, NH	NAULT, JENNIFER M	LITCHFIELD, NH	HUDSON	MANCHESTER	09/07/2008
BONILLA, ANGEL L	LITCHFIELD, NH	MCCRADY, KRISTEN G	LITCHFIELD, NH	NASHUA	NASHUA	09/13/2008
FAVREAU, JEAN L	LITCHFIELD, NH	STEVENS, MARGARET A	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	09/19/2008
DOYLE, SEAN P	LITCHFIELD, NH	POULIN, CHRISTINA F	LITCHFIELD, NH	LITCHFIELD	GOFFSTOWN	10/04/2008
LURVEY, EDWIN R	LITCHFIELD, NH	PENNELLORE, APRIL L	LITCHFIELD, NH	LITCHFIELD	NASHUA	10/25/2008
COMEAU, CHRISTOPHER M	HAVERHILL, MA	FONTAINE, AMANDA E	LITCHFIELD, NH	LITCHFIELD	MANCHESTER	11/01/2008
SOULARD, DEVEN R	LITCHFIELD, NH	WALTON-DECATO, ASHLEY S	NASHUA, NH	LITCHFIELD	MANCHESTER	11/16/2008



# RESIDENT MARRIAGES – 2008

Groom's Name	Groom's Residence	Bride's Name	Bride's Residence	Town of Issuance	Place of Marriage	Date of Marriage
BELISLE, DONALD W	LITCHFIELD, NH	HARRIS, FAITH B	MANCHESTER, NH	MANCHESTER	LITCHFIELD	11/21/2008
BELCAMINO, ALBERT P	LITCHFIELD, NH	CULLITY, CAROLE A	LITCHFIELD, NH	NASHUA	HUDSON	11/22/2008
NOVIELLO, KEVIN R	LITCHFIELD, NH	MARTIN, JANELLE M	LITCHFIELD, NH	LITCHFIELD	HUDSON	11/23/2008
Total number of records 39						

**RESIDENT CIVIL UNIONS – 2008**

Person A Name	Person A Residence	Person B Name	Person B Residence	Town of Issuance	Place of Civil Union	Date of Civil Union
MCALLISTER, KELLY A	LITCHFIELD, NH	TINKHAM, KAREN M	LITCHFIELD, NH	LITCHFIELD	NASHUA	06/12/2008
Total number of records						1

# RESIDENT BIRTHS – 2008

Child's Name	Date Of Birth	Place Of Birth	Father's Name	Mother's Name
LORDAN, ERIN CLARE	01/04/2008	NASHUA, NH	LORDAN, MATTHEW	LORDAN, GRETCHEN
KLYOP, ANDREW JOHN	01/07/2008	NASHUA, NH	KLYOP, MICHAEL	BELANGER-KLYOP, SYLVIE
REED, MADISON ELIZABETH	01/11/2008	MANCHESTER, NH	REED, MICHAEL	MORTENSON, HEATHER
GODING, GAVIN DAVID	01/14/2008	NASHUA, NH	GODING, THOMAS	ROY, MICHELLE
MORRIS, LANDON DARROW	01/16/2008	NASHUA, NH	MORRIS, BRYANT	MORRIS, CATHARINE
LEES, LOWELL ERIC	01/29/2008	NASHUA, NH	LEES, DOUGLAS	LEES, KARLA
FAULRING, LOGAN DANIEL	02/08/2008	MANCHESTER, NH	FAULRING, PETER	FAULRING, CATHRYN
MARTIN, BROCK STEEL	02/08/2008	NASHUA, NH	MARTIN, GERRY	BEAULIEU, PENNY
BLUNDON, ALEXANDER CHRISTOPHER V	02/16/2008	NASHUA, NH	BLUNDON, CHRISTOPHER	BLUNDON, MEGHAN
WARK, LAUREN ANNE	02/21/2008	NASHUA, NH	WARK, DAVID	WARK, KELLY
SYMPHERS, RYAN MARK	03/25/2008	CONCORD, NH	SYMPHERS, MARK	SYMPHERS, LISA
MASSON, Lyla ELIZABETH	04/02/2008	NASHUA, NH	MASSON, DEREK	WALSH, HEATHER
GRACE, MICHAEL NOAH	04/15/2008	NASHUA, NH	GRACE, MICHAEL	GRACE, DENISSA
RETKEVICZ, GAVIN ANTHONY	05/02/2008	NASHUA, NH	RETKEVICZ, JAY	RETKEVICZ, MARISA
ANDERSON-FLEMINGS, KADEN JAMES	05/06/2008	NASHUA, NH	FLEMINGS, CHRISTOPHER	ANDERSON, JENNIFER
ALI, BRIANA	05/20/2008	NASHUA, NH	ALI, AGRON	ALI, HIDAJETE
SHEPPARD, ANTIONE GRADY	05/23/2008	MANCHESTER, NH	SHEPPARD, ANTIONE	REILLY, MEGHAN
SHEPPARD, ANIYA LEE	05/23/2008	MANCHESTER, NH	SHEPPARD, ANTIONE	REILLY, MEGHAN
LAVOIE, MADISON PAIGE	06/04/2008	NASHUA, NH	LAVOIE, BRYAN	LAVOIE, CHERYL
SMITH, HEIDI ANETTE	06/09/2008	NASHUA, NH	SMITH, KELLY	SMITH, STACY
PAQUETTE, HAIDYN MARYSUE	06/11/2008	NASHUA, NH	PAQUETTE, JOSEPH	FORD, ALYSE
TERNULLO, GABRIEL RYAN	06/23/2008	NASHUA, NH	TERNULLO, JOHN	TERNULLO, MELISSA
O'BRIEN, WILLIAM ROBERT	06/23/2008	NASHUA, NH	O'BRIEN, MICHAEL	O'BRIEN, KATHERINE
MINCKLER, GAVIN LOUIS	07/20/2008	NASHUA, NH	MINCKLER, BLAKE	MINCKLER, CARRIE
DIERAUER, JACK THOMAS	08/03/2008	NASHUA, NH	DIERAUER, MICHAEL	DIERAUER, CHRISTINE
KONOVELCHICK, KYLINN ROSE	08/10/2008	NASHUA, NH	GAMACHE, CHRISTOPHER	KONOVELCHICK, MIA
STOHL, SYDNEY LEIGH	08/16/2008	MANCHESTER, NH	STOHL, JAMES	STOHL, SANDRA
JACOBSON, AIDEN CONNER	08/17/2008	DERRY, NH	JACOBSON, BRUCE	JACOBSON, ALLISON
TENNANT, KOLBEY JAMES	08/22/2008	NASHUA, NH	TENNANT, WILLIAM	NOLIN, PAULA
WEST, BRYNN MILEY	08/23/2008	NASHUA, NH	WEST, NATHANIEL	MAK, CAROLINA
BERGER, AUBRIN LYNNE	08/30/2008	NASHUA, NH	BERGER, PHILIP	BERGER, KASSANDRA
DESTEFANO, AMELIA LOUISE	09/16/2008	NASHUA, NH	DESTEFANO, RICHARD	DESTEFANO, ANDREA
TARDIFF, LEXIE CHERIE	09/16/2008	NASHUA, NH		TARDIFF, NADINE
TARDIFF, ADIN DANIEL	09/16/2008	NASHUA, NH		TARDIFF, NADINE

# RESIDENT BIRTHS – 2008

Child's Name	Date Of Birth	Place Of Birth	Father's Name	Mother's Name
TARDIFF, ADIN DANIEL	09/16/2008	NASHUA, NH		TARDIFF, NADINE
ARRUDA, REBECCA MARIE	10/09/2008	NASHUA, NH	ARRUDA, KEITH	RICARD, DANIELLE
BONNER, AUBREY MAE	10/13/2008	MANCHESTER, NH		COLBY, PAIGE
KELLY, SAMANTHA RILEY	10/17/2008	MANCHESTER, NH	KELLY, BENJAMIN	KELLY, KIMBERLY
WALKER, MYLES ALEXANDER	10/17/2008	NASHUA, NH	WALKER, GABRIEL	WALKER, MELINDA
MARCOTTE, BRADY MICHAEL	10/22/2008	NASHUA, NH	MARCOTTE, ALAN	MARCOTTE, MELISSA
AMES, TYLER JONATHAN	10/29/2008	MANCHESTER, NH	AMES, PETER	AMES, HEIDI
CURTIS, JACK SILVER ANDOYO	10/31/2008	NASHUA, NH	CURTIS, KEITH	CURTIS, RONA
MAYNARD, CHARLIE VINCENT	11/08/2008	NASHUA, NH	MAYNARD, ERIC	MAYNARD, KATHLEEN
SAVARD, ALLIYAH LYNN	11/12/2008	NASHUA, NH	SAVARD, DAVID	GETTINGS, KARA
SCHAEFER, IVAN HENRY	11/16/2008	NASHUA, NH	SCHAEFER, KURT	SCHAEFER, MARIE
DURAND, AUTUMN ELAINE	11/16/2008	NASHUA, NH	DURAND, RANDALL	DURAND, KERRI-ANN
DECARLI, MATTHEW KENNETH	11/22/2008	MANCHESTER, NH	DECARLI, BENJAMIN	DECARLI, THERESA
KLISS, MADELINE GRACE	12/02/2008	NASHUA, NH	KLISS, HARRY	KLISS, RUTH
COUTURE, HANNAH LOUISE	12/04/2008	DERRY, NH	COUTURE, NICHOLAS	COUTURE, MEG
BATES, TYLER MALCOLM	12/16/2008	NASHUA, NH	BATES, JESSE	WENTZELL, SHAYLIN
SMALL, JONATHAN JOSIAH	12/20/2008	NASHUA, NH	SMALL, MICHAEL	SMALL, ANDREA
Total number of records 50				



## RESIDENT DEATHS – 2008

Decedent's Name	Death Date	Death Place	Father's Name	Mother's Maiden Name	Military
MESSER, RITA	01/13/2008	DERRY	FOREMAN, ALBERT	FOX, MAUD	N
MOLAND, HELEN	01/18/2008	NASHUA	THOMAS, FRANCIS	DRAKE, BESSIE	N
NELSON, INEZ	01/28/2008	MANCHESTER	MORRILL, ARTHUR	COLBY, ELIZABETH	N
GILBERTSON, JAMES	02/04/2008	LITCHFIELD	GILBERTSON, JAMES	THERRIEN, ANNETTE	N
NELSON, JOHN	02/11/2008	TILTON	NELSON, JOHAN	JOHANSSON, OLGA	Y
COMPAGNA, RICHARD	03/09/2008	MANCHESTER	COMPAGNA, RAOUL	BOILARD, YVETTE	N
O'NEILL, JAMES	03/12/2008	NASHUA	O'NEILL, ANTHONY	WHITE, BERNICE	N
BORTHWICK, IRENE	03/30/2008	MANCHESTER	LAFORTE, UNKNOWN	FRANCOEUR, MIRIDA	N
LEMIEUX, RODNEY	04/11/2008	NEW BOSTON	LEMIEUX, ARTHUR	HERSEY, LORNA	N
REBELLO, SHARON	04/21/2008	NASHUA	EATON, CHARLES	METHOT, EVA	N
PHILCRANTZ, DONALD	04/22/2008	NASHUA	PHILCRANTZ, FREDRICK	DESAUTELLE, ELLA	Y
GROGAN, MARILYN	05/26/2008	MERRIMACK	WHITE, CLARENCE	GARDNER, MABEL	N
BRAUNFELD, EVELYN	05/27/2008	NASHUA	FRENCH, DAVID	DAME, ESTHER	N
CONN, HARVEY	06/02/2008	GOFFSTOWN	CONN, SAM	MARCUS, ROSE	Y
MULLETT, JAMES	06/14/2008	NASHUA	MULLETT, EDWARD	ANDREWS, DOROTHY	Y
MAPPES, RICHARD	06/29/2008	MANCHESTER	MAPPES, WILLIAM	WASSERMAN, FLORA	Y
METSIOU, ELAINE	07/07/2008	LITCHFIELD	RODIER, ROLAND	QUINT, HELEN	N

## RESIDENT DEATHS – 2008

Decedent's Name	Death Date	Death Place	Father's Name	Mother's Maiden Name	Military
BOLGATZ, SUSAN	08/14/2008	MERRIMACK	DAVIDSON, TOM	NEVILLE, ELIZABETH	N
KELLEY, ERDINE	09/16/2008	NASHUA	MABRY, REXFORD	SMITH, HAZEL	N
MILLER, MARION	10/03/2008	MERRIMACK	BASSAN, BATTISTA	LOGAN, SARAH	N
BERGERON, ROLAND	10/10/2008	LITCHFIELD	BERGERON, EMILE	SAVAGE, BLANCHE	Y
JOHNSON, ELIZABETH	10/12/2008	MANCHESTER	KELLEY, JOHN	COLLINS, CATHERINE	N
CULLITY, IRENE	12/25/2008	NASHUA	SCOTT, MELVIN	LYNCH, BESSIE	N

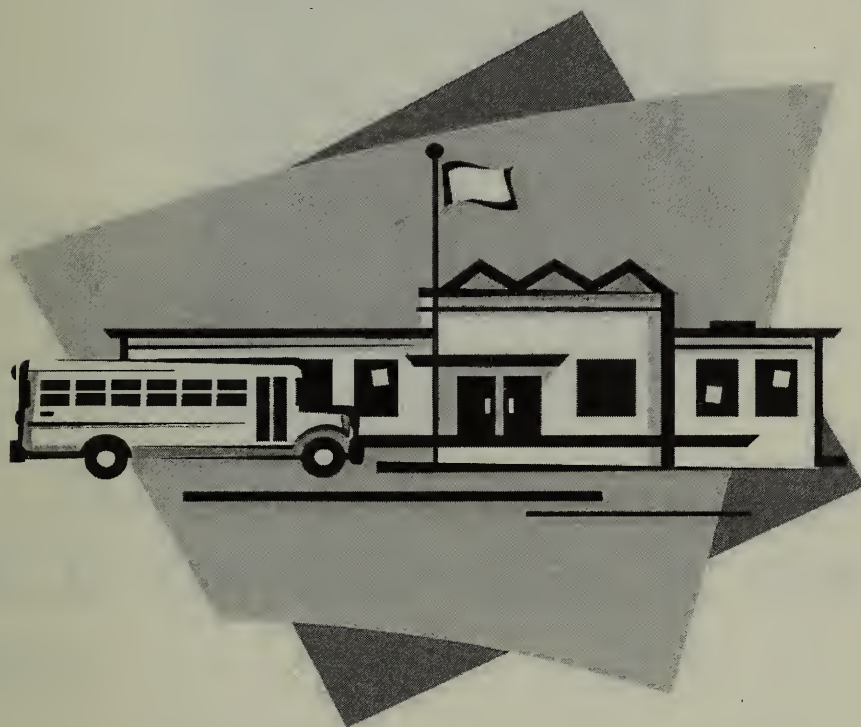
Total number of records 23

## Notes

## Notes



**ANNUAL REPORT**  
**of the**  
**LITCHFIELD**  
**NEW HAMPSHIRE**  
**SCHOOL DISTRICT**



**2008**

# **In Memoriam**



**JACQUELINE M. HUNTER**  
**DECEMBER 31, 1953—AUGUST 31, 2008**

**Special Education Teacher**

**LITCHFIELD MIDDLE SCHOOL**  
**LITCHFIELD SCHOOL DISTRICT**

# LITCHFIELD SCHOOL DISTRICT ANNUAL REPORT – 2008

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# **SCHOOL DISTRICT OFFICERS**

## **MODERATOR**

John G. Regan

## **CLERK**

Lynn Baddeley

## **TREASURER**

Lynn Baddeley

## **SCHOOL BOARD**

Dennis Miller, Chair  
Term Expires March 2009

Cynthia Couture, Vice-Chair  
Term Expires March 2011

Dorothy Beauregard  
Term Expires March 2009

Ralph Boehm  
Term Expires March 2010

Patricia Jewett  
Term Expires March 2010

Alison Lajoie  
Michael Clark  
Student Representatives to the School Board





## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Ralph Boehm

M. Patricia Jewett

Dorothy Beauregard

### Chairman's Annual Report 2008

To My Fellow Residents of Litchfield,

It is with great pride I submit my annual report as Chairman of the Litchfield School Board. As a board, we strive to remain focused on providing the highest quality education possible for all students. I am extremely fortunate to have my fellow members on the board; their diverse backgrounds and viewpoints make the experience a truly rewarding one.

Each member of the board continues to participate in some form of work for the district beyond the school board meetings. There is a variety of committees on which school board members serve. There are meetings with other educational organizations, participation in town and state government, as well as attendance at performances, sporting events, academic ceremonies and more.

Dr. Cutler, Cindy Couture, and I met with Governor Lynch and discussed some of the difficulties we as a town faced over the past year, including a potential cut in state educational funding and the inequities of the state building aid formula for towns such as Litchfield. We were successful in providing enough information to influence the Legislature to maintain current funding levels.

A fire safety inspection of GMS in June of 2008 brought about a list of required changes for the school to open in September of 2008. Working with the fire department and the building and health inspector in town, approximately \$400,000 worth of work was completed in a two-month window at GMS. New building exits were added; the fire/safety system upgraded with new strobes and horns, and the closing of the 1930's portion of the building were all completed in a very short time. There are still several items from the inspection which need to be addressed this year, and that work will be completed by September 2009. On behalf of the board and district, I again want to thank the fire department, and the building and health inspector for working with the district and making the building as safe as it can be.

With the defeat of the building proposal in March of 2008 and the mandating of kindergarten by the state, the board and the SAU staff worked at providing the NH State Department of Education a plan to implement kindergarten in Litchfield. We will have kindergarten, housed in portables, at GMS in September of 2009, using kindergarten reimbursement funds from the state for acquisition and setup costs. The defeat of the building proposal has also required work at GMS to meet state school approval standards. We will be working to upgrade the necessary items at GMS this year, as the school must meet state minimum standards in 2009.

Dr. Elaine Cutler brought new focus and energy to the SAU over the past year. She has tremendous insight into the education process from her years in Florida as well as in New Hampshire. She also brought some needed experience in opening a shelter, albeit not for hurricane relief, but for relief from the cold for residents of Litchfield who went days without power in December. This event

demonstrated the best Litchfield has to offer with town and school personnel working together to open the shelter at CHS, and to staff it round-the-clock.

We continue to experience the benefits of having dedicated, seasoned employees in the district. Without these dedicated people, education in Litchfield would never approach the levels it has over the years. It is truly the people "working behind the scenes" who make the educational machine run as efficiently as possible.

I want to again thank the residents of Litchfield for their support of the school district initiatives over the past year. I hope we can continue to work together to bring the best possible education to each student in Litchfield. It is only together we can truly succeed.

Respectfully submitted,

Dennis Miller  
Litchfield School Board Chair



## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

**Elaine F. Cutler, Ed. D.**

Superintendent

(603) 578-3570

**Stephen F. Martin**

Business Administrator

(603) 578-3574

**Ronda Gregg**

Special Education Director

(603) 578-3575

### **2008 Annual Report Superintendent of Schools**

I am pleased to present the Superintendent of Schools Report to the community of Litchfield. As the Interim Superintendent for the 2007-08 school year, I was honored to be appointed by the Litchfield School Board as the Superintendent of Schools for the 2008-09 school year.

This has been a year of stability and consistency in personnel for our schools. All administrators have been in place for more than one year in all schools, and SAU #27 has also maintained the same competent staff. As a result, we have been able to better serve the community as a district, rather than a collection of schools as we developed more consistent processes for management and administration.

Communication has improved with an article in the local paper each month discussing school events and issues. Alert Now, an electronic messaging system, was used for school announcements and closings, as well as for emergency management purposes during the December ice storm. The Litchfield School Board has continued publishing quarterly newsletters for the community, as well as submitting several articles to the press regarding current issues. The district website and all school websites have also been updated.

The Litchfield School Board has set a goal to update school board policies and has worked consistently to that end. The Litchfield School District has all updated policies available on its website at [www.litchfieldsd.org](http://www.litchfieldsd.org) as well as its meeting schedule, minutes, and critical reports that may be of interest to the community. Important policies that concern students are published in Student Handbooks at every school.

Edline, an information service for coursework requirements, grades and attendance used by parents and students, is now available at both the middle school and the high school. Communication and community engagement continues to be a priority for the district.

An Adult Education Program became a reality this year as evening courses were offered to the community that would enhance personal skills and recreation. Photography, line dancing, computer education, and Tai Chi were some of the courses that were well attended. This program will continue in the coming year.

The District Volunteer Program was formalized in September. Although all schools have had volunteers for many years, this was the first effort to start a database and provide an orientation to all our school volunteers with legal guidelines and expectations. School administrators clearly understand and



appreciate the incredible dedication and commitment of school volunteers and the positive enhancement that they provide for students and staff.

A Warrant Article for a new elementary school failed during the March 2008 School District meeting. This was the fourth time a new school proposal had been presented to the voters since 2003. The Building Committee recommended that no new school be on the ballot in 2009 and, after conducting an extensive survey of all registered voters in Litchfield, the Litchfield School Board agreed.

Dramatic safety changes did occur at Griffin Memorial School as a result of an independent evaluation by a fire and safety consultant. Two new exits were installed, an updated fire alarm system was installed, new fire doors were installed, and the 1930's building was closed for all use. Because of the renovations at GMS, classroom space was lost, and a double classroom portable was installed in August 2008, which houses two (2) third grade classes. Unencumbered year-end funds were used for these renovations. Safety for children and staff was greatly enhanced.

As a result of the 2008 New Hampshire Legislative Session, kindergarten programming was mandated for the eleven (11) school districts that did not offer this service. Litchfield is one of the affected districts. A planning team was assembled, and kindergarten is slated to begin in September 2009. State funding will provide for portable classrooms for three years. These classrooms will have water and bathroom facilities. It is projected that Litchfield will need three kindergarten classrooms. Materials will be reimbursed by state funds, and the district will be reimbursed \$1200 per kindergarten child.

Although there is some question and state-wide controversy regarding the establishment of kindergarten without the express consent of the voters, professional educators are excited about the prospect of having a developmental kindergarten program that will provide a consistent and appropriate kindergarten experience to our youngest students.

Litchfield is a community that accepts and supports its responsibility to provide educational and recreational services to its children very seriously. On behalf of the administrators, staff and students, please accept my sincere appreciation for your dedication and commitment. This community is a wonderful place for students to become the leaders of tomorrow.

Respectfully submitted,

Elaine F. Cutler, Ed.D.





## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

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### 2008 ANNUAL REPORT BUSINESS AND FINANCE

I am pleased to submit my annual report on the District's business and financial operations.

Last year we completed a major milestone in our goal to improve and modernize our operational processes with the implementation of our new financial and human resources management software and met our implementation requirements of new federal IRS regulations.

The District closed fiscal year 2008 with an unreserved and undesignated general fund balance of \$467,536 or 2.6% of the total General Fund expenditures. This fund balance was due to three major areas: \$303,632 under spent in Special Education out-of-district tuition, transportation and student support services as these anticipated expenses which were budgeted for specific students were not required; \$117,781 in excess revenues which must be returned to the year-end fund balance; and \$54,000 under spent in self-funded programs which do not impact the local property tax rate. We continued to closely monitor spending through a formalized forecasting process involving the entire administrative team.

We received a positive preliminary verbal report from our auditors, with no material issues identified requiring further management action. Due to new auditing standards and the additional work required by our auditors to implement them, the final audit report has not been released as of the writing of this report. One area of concern identified by our auditors is that the District does not have an assistant treasurer to sign checks when the treasurer is not available. The District is not allowed to appoint an assistant treasurer and the voters in past years did not pass the warrant article authorizing this position. The 2009 warrant will include another request for the voters to approve this required unfunded position.

All of our required reports to both the NH Department of Education and NH Department of Revenue Administration were successfully submitted accurately and on time.

The most significant accomplishment last year was the completion of our setup, conversion, and live implementation of our new eFinancePLUS financial management and HR software solution. This project took over four-thousand staff hours to complete. The new software has proven to be a more functional and easy-to-use product for our District's needs. In addition to helping the District be more productive, the new solution will save the District in excess of \$40,000 per year starting in the 2009-2010 school year.

A second major project was the implementation of the new Internal Revenue Service 403(b) retirement program regulations. During the year we researched alternatives for implementation, hired an outside firm to be our third party administrator, wrote and obtained Board approval of a new District 403(b) Plan document, and successfully began the implementation of the new plan prior to the required implementation date of January 1, 2009.

During 2008 we continued to monitor our internal controls and modify processes when needed.

Our finance staff successfully handled ongoing operations in addition to the many hours of additional work taken up by the eFinancePLUS implementation project. I want to acknowledge the continued excellent work and dedication of JoEllen Bellerive, our Chief Accountant, and Bernice Manikas, our Payroll Coordinator, along with Bruce Ballou, our Technology Director, for their efforts in all of these

accomplishments. In particular I want to acknowledge and thank Deb Mahoney, our HR Director, for her valuable contributions, many hours of work, and her support in both the eFinancePLUS and 403(b) projects.

Our Buildings & Grounds operations continued to concentrate on improving the maintenance of our facilities along with ensuring a clean and healthy environment. Major projects in 2008 included the completion of some major unplanned building repairs and improvements at GMS to meet health and safety requirements, new fencing and track repairs at CHS, and the purchase of a district pickup truck. We continue to work on completing the development and implementation of our district-wide preventive maintenance plan. To help better manage our energy costs, we joined with other school districts in forming an energy buying group to help make more knowledgeable and cost effective energy procurement decisions. The use of energy consultants and a joint energy supply bid process has already saved the District more dollars than the cost of the services.

I wish to acknowledge the excellent and dedicated work of our facilities team: Sue Ayer (Campbell High), Matt Bennett (District-wide Building & Grounds Coordinator), Dave Ross (Griffin Memorial), and Jack Williams (Middle School), and their staffs for their excellent job in maintaining our facilities and grounds for our students and staff.

Separate reports are being submitted by the directors of technology and food service. Both operations continue to be well run and are meeting the needs of our students and staff. I do wish to take this opportunity to acknowledge the excellent work of Hilda Lawrence, our Food Service Director, and her staff, along with Bruce Ballou, Technology Director, and Dick Welch, Technology Coordinator.

As we enter 2009, my team and I look forward to completing the implementation of a district-wide maintenance plan, a complete review and modernization of the District's purchasing operations, making more use of our new finance and HR software solution and continuing to improve the business and financial operations of the District.

Respectfully Submitted,

Stephen F. Martin  
Business Administrator





## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

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### 2008 Annual Report Department of Special Services

The Special Services Department encompasses Special Education services, 504 students, English Language Learners, and home schooled students, which includes 30 home-schooled students from 14 families. The special education staff in all three of our schools work as a team with regular education teachers to deliver quality academic education to all of the Litchfield students.

The school guidance counselors, the school social worker, and the two school psychologists continue to work with the district's *Comprehensive Guidance Plan*, which was written and approved last year. New surveys were sent out to all parents and staff, and are in the process of being collated and analyzed. The data from this information should provide the team with new input to guide future implementation of the *Comprehensive Guidance Plan*. In addition, this intervention team is planning an evening workshop for the parents around cyber-activities in and out of school. This promises to be an informative evening, which is being planned sometime in May.

Lesleigh Grant, our transition coordinator, reported a very successful year for our high school transition students. Seven students participated in *The Highlander Connection*, a hospitality-based coursework and training program at the Highlander Inn. Certificates were awarded at the end of the program, certifying that these students were qualified to work in many areas of the hospitality industry. Ms. Grant has been collaborating with area colleges and agencies to set up a similar program for the upcoming school year, which will allow other school districts the opportunity to tuition their students into this worthwhile program. We wish all of the *Highlander Connection* students well in their new endeavors in the working world.

The *Skills Tutor Program*, a web-based program, which was implemented at the middle school last year, was well received by the LMS staff. This program is now in its second year, and is being utilized to assist students who need extra help in a particular subject area or students who may benefit from enrichment courses.

The special education staff has welcomed four new staff members this year. Kerry Finnegan and Fran Colton have joined the middle school staff as the sixth grade and eighth grade special education teachers, respectively. Elin Pelland, serves in each building as the school social worker. Elin, along with Kristen Beckley, School Psychologist, are part of a *Statewide Community of Practice* initiative. This focus group is concentrating on ways that regional agencies and school districts can work together with families regarding the mental health needs of the community. In addition, we were thrilled to be able to welcome a second school psychologist, Tari Selig.

These new staff members, along with our continuing personnel, are working collaboratively to ensure continued growth for our students in the new school year. I would like to extend my sincerest 'thank you' to all of our special education staff for their hard work and dedication to the students of Litchfield.

Respectfully submitted,

Ronda Gregg  
Director of Special Services



## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

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### 2008 Annual Report Curriculum and Instruction

It is with pleasure that I submit this annual report as the Director of Curriculum and Instruction for the Litchfield School District. The Litchfield School District continues to progress in offering the highest quality educational program for each student.

This past year, we have persisted with our work on aligning our curriculum to the state level expectations and adopting new and effective curriculum resources to implement these newly revised curriculums. Griffin Memorial School continues to utilize the Envisions Mathematics program and participate in the mathematics curriculum research study to identify the most effective math program for our students. Preliminary reports are showing positive results with this new program through both the researchers' data and our district-level data. At Litchfield Middle School, the teachers have begun to implement the newly acquired Mathscapes program where students are involved in hands-on problem solving situations on a consistent basis to enhance their mathematical understanding. At Campbell High School, we are implementing our first year of Integrated Algebra with our new Discovering series. Again, students are involved in problem-solving situations on a regular basis in an effort to reinforce their mathematical skills and to provide opportunities to use mathematics in real life settings.

Professional development has been key in ensuring the effective implementation of the newly revised curricula over the past three years. All teachers of mathematics K-12 have participated in extensive training to implement their recently acquired resources. Litchfield Middle School staff has also received 6 Traits of Writing training to address the writing achievement of our students in the middle school. A new program, Teacher Teaching Teachers, began this school year where our teachers receive training from their colleagues in areas including: technology, differentiated instruction, middle level learners, and special needs populations. This program has allowed us to harness the expertise within our district and share it with others.

Through the acquisition of a grant from the federal government, the Litchfield School District began an Assessment initiative where each school in the district has formed an assessment team that leads and facilitates the effective use of data in their respective schools. This initiative has provided training for the teams and additional staff on the use of data to improve and provide individualized instruction for each student of the district. We will continue to support this initiative as we develop professional learning communities that look at individual student work on a regular basis in an effort to improve instruction.

All of this work has resulted in a significant increase in student achievement as documented by both the New England Common Assessment Program (NECAP) and Northwest Evaluation Assessment (NWEA). This past October's NECAP assessment showed Litchfield School District students increasing their level of achievement at every grade level in every subject area. In addition, last year



ended with our students increasing their median RIT score on the NWEA at 7 out of 8 grade levels in reading and 4 out of 7 grade levels in mathematics.

I wish to thank all the staff, administrators, and school board members who continue to work to provide a quality educational program for our students. I look forward to continuing to work with them all in achieving the goals established by the Litchfield School District.

Respectfully submitted,

Amanda Lecaroz  
Director of Curriculum and Instruction



## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

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### 2008 Annual Report District Technology

As Technology Director for the Litchfield School District, I continue to be afforded the opportunity to apply and share my expertise in the field of computer technology with the students, teaching staff and support staff.

Working with very talented individuals, which include our staff, volunteers and students, we are trying to reach the goals set out by our technology plan\* working at serving our computing needs as a district.

#### Griffin Memorial School

We have upgraded hardware at the elementary level, replaced the teacher PC's with laptops, helping with the reduction of power consumption, and replaced some of the old inkjet printers with more efficient LaserJet printers, which are shared by all staff. In addition, we have provided more LCD projectors that the staff share, enabling more class interactive involvement. We have also added new software, Kidspiration. This software is a visual way for children to explore words, numbers, and concepts.

#### Litchfield Middle School

We have been increasing the number of SMART Boards in the school. These pieces of classroom equipment allow the students to interact with the class better than a white board. They are connected to the network via a PC or laptop, enabling them to call up files they have created and enable them to share what they are doing for class.

We are implementing new software called SAMS. This software is training and testing software for Microsoft Office 2007. When the students are proficient in using the software, they will be able to receive a certificate from Microsoft. LMS is now using EdLine. This product interfaces with our grading system, and allows parents, students, and staff to login to a web site and monitor the progress of the students.

#### Campbell High School

We have either a SMART Board or a ChalkBoard® device in every classroom at the high school. These devices support the teaching staff in instruction, as well as actively engaging students in the classroom. We are in the process of upgrading the video equipment, most of which has been supplied by the Comcast Cable Company. It is being installed by members of the Cable Committee. These improvements have enabled the staff to better utilize the video equipment that is in the classroom for instruction. We are using EdLine at CHS also, giving parents easier access to their students' progress in the Litchfield School District.

#### SAU #27 District-wide

We have upgraded our Microsoft Office to the latest version, 2007, throughout the district. This helps us provide more real world software that is prevalent in the workplace. We have added equipment to create school ID badges enabling us to be more proactive in security areas of our district.

We have also upgraded our network bandwidth so our connection to the internet is more responsive. This will enable students and staff access to more tools and information, as well as administrative access to our on-line products.

The state is implementing student portfolios. Portfolios will be used to gather student progress throughout their K-12 experience in a visual way. We have increased our storage capacity to support this endeavor, and we are currently investigating the best method of managing this process.

We believe that the driving force of the IT Department is to help prepare the students to enter the world with as much knowledge as they need to make them successful in whatever endeavor they choose to pursue. To this end, we try to provide the best support and service to all students, teaching, and support staff.

In closing, I would like to thank you for the opportunity to work for the Litchfield School District, as it is a pleasure to work and collaborate with such a wonderful, supportive and professional SAU staff and school administrative staff, faculty and students.

Respectfully submitted,

Bruce H. Ballou  
Technology Director

\* <http://www.litchfieldsd.org/technology/techcommdocs/SignedTechPlan2008-2012.pdf>



## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

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### 2008 Annual Report Food Service

I am pleased to submit the annual report for the Litchfield School District Food Service Program. In my ten years with the district, I have had the pleasure of working with a hard working food service staff, supportive administration and SAU staff, dedicated faculty, and wonderful students. Together we have made strides in improving and advancing the food service program throughout the years.

In October, an administrative coordinated review effort (CRE) of the USDA National School Lunch Program (NSLP) was conducted by the State Department of Education, Bureau of Nutrition for Griffin Memorial School. The purpose of the CRE is to measure compliance with USDA program regulation regarding claiming processes and to ensure that lunches for reimbursement contain food components as required by program regulations. Other general areas of the review include adequate program reporting, recordkeeping, menu requirements, and civil rights compliance.

The findings showed the following:

1. Enrollment Documentation and Review of Free/Reduced Applications: All parent applications for free and reduced price lunches were correctly approved.
2. Program Documents: A posting of the USDA's non-discrimination statement is posted in the cafeteria, menus and program documents. The statement needs a minor correction on the parent handbook that is distributed to parents at the start of the school year.
3. Staff training: All food service staff have received food/sanitation training, "Servsafe", passed the exam and are certified for five years. The food service department also incorporates nutrition education and learning opportunities for the children including nutrition related contests and activities during National School Lunch Week.
4. Nonprofit Meal Service, Procurement and Inventory: In accordance to USDA guidelines, the SAU is operating a nonprofit food service.
5. Menus and production records: Production records need more detailed information regarding serving sizes. Commercially prepared food that is a combined food should be clear as to what food components are included. Nutrition labels should be Children Nutrition (CN) labeled. Three discrepancies were found in the menus. One day did not contain a sufficient grain, one lacked an ounce of protein, and one included a non-fruit item.
6. Meal Counting and Claiming: Using the computer program, "Mealtime" the student accounts were confidential and did not identify children receiving free or reduced meals.
7. Sanitation, Storage and Food Production: Kitchen facility was clean and well organized. Refrigerators/freezers and storage rooms were at proper temperatures. Temperature logs for cold



and hot foods were completed. The District's Food Service Safety Plan is in place and being followed. The school fulfilled the two required health inspections for the year scoring a 98% from the state and meeting local health regulations as well. In addition, this year Campbell High School received a score of 99% in compliance to food service establishment sanitation standards and Litchfield Middle School scored a 100%.

I would like to congratulate the Griffin Memorial Kitchen staff, Sheila Dion, Cristen Thorpe, Laura Dampolo, and Pat Covey for their excellent review and continued exemplary teamwork!

Lunch prices did not change this year and ala carte food prices increased by an average of 10%. The average daily participation (ADP) at GMS is 253 students or an average of 58% of the students enrolled purchased a reimbursable lunch daily. At LMS the ADP is 240 students or 43% of enrollment purchases a lunch daily. At CHS an average of 179 students purchased a reimbursable meal per day or 32% of enrollment. A bulk of the sales at CHS and LMS is ala carte sales. CHS also produces an average of 50 meals a day for St. Francis School.

I would like to recognize two employees, Janet Belhumeur and Lucy Santos, both from Campbell High School who have achieved certification from the School Nutrition Association (SNA) by completing the required food service classes for Level 1. Nutrition classes are planned for later this year to allow all staff to be certified with SNA.

I would like to offer my gratitude and appreciation to Deborah Hayes for achieving 15 years of service to the Litchfield School District, Sheila Dion for 10 years and Linda Summit for 5 years of service. I would also like to thank each and every one of my staff for all their efforts and hard work as we continue together in our mission to serve the students of Litchfield Schools.

Respectfully submitted,

Hilda Lawrence  
Food Services Director

**LITCHFIELD SCHOOL ADMINISTRATIVE UNIT #27 STAFF - 2008 - 2009**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Degree</u></b>	<b><u>Salary</u></b>
Ballou, Bruce	Director Technology	B	\$66,036.00
Cutler, Elaine	Superintendent	Ed. D.	\$110,000.00
Gregg, Ronda	Director Special Services	Ed. D.	\$91,715.00
Lawrence, Hilda	Director Food Service	B	\$46,556.00
Lecaroz, Amanda	Director Curriculum & Instruction - 60%	M	\$48,641.00
Mahoney, Deborah	Director Human Resources	B	\$60,492.00
Martin, Stephen	Business Administrator	M	\$92,966.00

**LITCHFIELD SCHOOL DISTRICT STAFF 2008 - 2009**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Degree</u></b>	<b><u>Salary</u></b>
Beckley, Kristen	School Psychologist	CAGS	\$61,035.00
Conway, Carrie	Occupational Therapist	B	\$44,317.00
Deslauriers, Jill	Speech Associate	B	\$60,066.00
Mague, Danielle	Speech Pathologist	M	\$43,256.00
McGarry, John	Speech Pathologist	M	\$61,184.00
McGarry, Kathrine	Speech Pathologist	M	\$61,184.00
Nieuweboer, Marilyn	Title 1 Core Teacher 50%	M	\$22,449.50
Pelland, Elin	School Social Worker	M - LICSW	\$51,470.00
Selig, Tari	School Psychologist	CAGS	\$59,000.00
Turco, Donna	Title 1 Core Teacher 50%	B	\$17,961.50



Martin Schlichter  
Principal  
Shirley L. Meshegian  
Assistant Principal

229 Charles Bancroft H. Rd.  
Litchfield, NH 05357  
Phone: 603-424-5900  
Fax: 603-424-2377

### Principal's Annual Report 2008

Dear Superintendent Cutler:

It is with great pride and pleasure that I submit this annual report to you. Griffin Memorial School continues to be a dynamic and exciting place to be. I will highlight some of our accomplishments and challenges we face over the course of our work. I continue to be amazed by the support given our school and me by the community of Litchfield over these years.

I must report that I am very pleased with the academic growth of our students. We continue to do very well on our state assessments, national standardized tests and local assessments. All of our students demonstrate positive growth particularly in the area of reading. I am pleased to report that our math scores improved this year and the expectation is that this will continue as we implement the new math program school wide. I salute Amanda Lecaroz, the Director of Curriculum and Instruction, who has led the charge in aligning all of our curriculums to state and national standards. This, most certainly, has had a positive effect on student achievement. A challenge we have in this area is keeping our focus on Reading and Math but not losing sight of the importance of Science and Social Studies as well as the Arts.

As you are aware, Griffin Memorial School is an old facility that does present many challenges. Through the hard work of many individuals, we continue to manage the building to assure that all children have a safe and clean environment in which to learn. This past summer, through the work of the School Board, staff, and town agencies, we were able to upgrade the fire and life safety codes as well as addressing some of our electrical and storage needs. Through these efforts, Griffin Memorial School is a safer place for students and staff. Managing an old building with limited resources is a major challenge each day. Credit must be given to Dave Ross, our facilities manager, and his custodial crew for their skills and hard work.

The social and emotional development of our students continues to be an important focus. Our "Peaceful Playground" recess program continues to be very successful with discipline referrals considerably less than in the past. The organized games that the children play at recess allow for maximum participation with high physical activity levels that, obviously, have positive health benefits. Our "shining star" student recognition program rewards those children who

demonstrate positive qualities. The new "Green Team" is an environmental education and awareness group that has started a recycling program at our school. We, as a staff, continue to work very hard to assure that each student finds a positive connection to our school.

Over the past year considerable administrative time and attention has been spent with planning for the implementation of the state mandated public kindergarten program starting September 2009. This is very exciting work and we are most pleased to be able to offer this to our community. We currently have about thirty private kindergartens and pre-schools that send students to our first grade. These programs are quite diverse with curriculums and programs that vary greatly. It will be most fortunate to have a program aligned with our expectations for first grade.

Our success is a direct result of skillful and hard working teachers, para-professionals, specialists, support staff, and school volunteers. I thank our Parent Teacher Organization for all their support for our school. I thank my Assistant Principal, Stacy Maghakian, for her support and efforts on behalf of all the students and staff. I certainly recognize our Administrative Assistants, Lori Martin, Joyce Wilcox, and Deb Leary for their hard work and dedication to our school. Finally, Dr. Cutler, I thank you and the entire S.A.U. staff for all your support and leadership that you provide. I am enjoying my career more than ever with your leadership.

Respectfully submitted,

Martin "Bo" Schlichter  
Principal



# Griffin Memorial School Staff 2008 - 2009

<u>Last Name</u>	<u>First Name</u>	<u>POSITION</u>	<u>GRADE</u>	<u>Salary</u>
ALARIO	SUSAN T	GRADE 2	M	\$38,327.00
ALLEN	TRACY S	GRADE 1	B	\$49,046.00
ASHE	AMY J	GRADE 4	M	\$53,113.00
BENOIT	SUSAN L	GRADE 2	B	\$50,947.00
BLACKADAR	RITA G	SPECIAL EDUCATION	B	\$60,066.00
BLISS	JAMES W	PHYSICAL EDUCATION	B	\$55,843.00
CADY	TINA M	PRESCHOOL/KINDERGARTEN	B	\$39,020.00
COHEN	JULIE L	GRADE 3	B	\$37,587.00
COTE	DORIS A	GRADE 2	M	\$63,622.00
COTE	JULIE T	LIBRARIAN 50%	B	\$26,044.56
CULLEN KENT	PAULA M	GRADE 4	B	\$57,955.00
DEPLOEY	SAMANTHA R	PRESCHOOL/KINDERGARTEN	B	\$44,749.00
DOUCETTE	SANDRA L	GRADE 1	M	\$62,184.00
ELEY	ALLISON	SPECIAL EDUCATION	B	\$50,046.00
FARO	CONSTANCE	READING SPECIALIST	CAGS	\$65,060.00
HALE MILLER	HEIDI E	ART	M	\$62,184.00
HOGAN	KRISTEN L	GRADE 3	B	\$39,020.00
JOHNSTONE	SANDRA J	GRADE 1	B	\$46,182.00
LABELLE	BARBARA L	MUSIC	M	\$62,184.00
LAPLANTE	ANGELA M	GRADE 3	B	\$40,452.00
LEE	JILLIAN M	GRADE 2	B	\$39,020.00
LEVESQUE	CAROL A	GRADE 3	M	\$56,399.00
LLEWELLYN	SARAH J	GRADE 3	B	\$41,841.00
MAGHAKIAN	STACY	ASSISTANT PRINCIPAL	M	\$72,138.00
MCGOWAN	SUSAN F	GRADE 2	M	\$64,060.00
MERRIFIELD	ALYSSA J	GRADE 1	M	\$39,970.00
MICHALEWICZ	INGA M	GRADE 2	M	\$59,684.00
MORIARTY	ERIN E	GRADE 4	B	\$36,155.00
PARENT	MARGARET	GRADE 4	M	\$63,622.00
PAUL	STACEY E	GRADE 4	B	\$46,440.00
PREVEL-TURMEL	MELINA	LIBRARIAN 50%	M	\$33,702.73
SAXTON	MARY LOUISE	SPECIAL EDUCATION	M	\$62,184.00
SCHLICHTER	MARTIN	PRINCIPAL	M	\$90,917.00
SEABROOK	SUSAN G	NURSE	RN	\$51,278.89
SEIDEN	FERN R	GUIDANCE COUNSELOR	M	\$51,691.96
SHUPE	PENELOPE	GRADE 1	M	\$63,622.00
SIBONA	JESSICA	GRADE 3	B	\$44,749.00
TREMBLAY	LISA E	GRADE 1	M	\$38,327.00
WOLFE	DIANE	SPECIAL EDUCATION	M	\$61,184.00

# Litchfield Middle School

19 McElwain Drive  
Litchfield, New Hampshire 03052-2328

Thomas Lecklider  
Principal

Telephone 424-2133 • Fax 424-1296

Peter Lubelczyk  
Assistant Principal

## Principal's Annual Report 2008

Dear Dr. Cutler:

As I reflect on the past year at Litchfield Middle School, I feel a great sense of fortune to work in the supportive school community Litchfield provides. I will highlight our accomplishments as a school as well as plans for next year. It is with great pride and enthusiasm that I submit this report to you. Our theme at LMS is "Do Your BEST". BEST stands for "Be Responsible", "Extend a Helping Hand", "Show Respect", and "Take Responsibility". Throughout the past year, our school has done a very nice job of exemplifying these four qualities.

We are extremely fortunate to welcome a phenomenal group of new staff to the middle school this year. Following are our newest additions to the Unified Arts team: Lisa Lasocki, our Family and Consumer Science teacher and former NH teacher of the year, has a great passion for her subject area. She has a clear vision of where her students will be when they have completed her course. Lynne Ellis, our Guidance Counselor and former NH teacher of the year, brings a wealth of knowledge and understanding to middle school students and staff. Lynne also serves on the Board of the New England League of Middle Schools (NELMS). David Gilmore, our Physical Education teacher, was a standout athlete at Londonderry High School and brings that love of athletics into his class. His students are involved in a wide range of experiences from creative fitness activities to the more traditional array of sports. Christine Rooney, our first middle school Health teacher, brings vast experiences into her classroom. Having returned from serving in Iraq a little over a year, she has lots to share with her students. Christine plans to bring a group of student representatives from the middle school to the Leadership in Prevention conference this March.

It was with heavy hearts that we began this school year learning of the death of one of our dear staff members, Special Education teacher, Jackie Hunter. We continue to fondly remember Jackie and the mark she made on her students. Joining our Special Education department, Fran Colton brings vast experience to the Bobcat team. Fran brings a wide skill set to her position. Kerry Finnegan joins our Special Education department as the sixth grade teacher. Kerry has an extensive range of talents and experiences with students. Additionally, we welcome a number of paraprofessionals to LMS this year: Christine Dyac, Amy Paradise, Chip Cloutier, and John Madden.

We had a few staff members who changed assignments this year. Special Education teacher Jeanne Henriquez moved from the Owl Team to the Black Bears. Karen Fuccillo has transitioned beautifully from Black Bear Special Education teacher to a fifth grade self-contained classroom teacher. Donna Turco, our part-time Reading Specialist, has taken on the additional responsibility of part-time Title One Reading Teacher. As a result, she is a full-time staff member of the middle school.



We continue to take steps to build a stronger climate of collaboration. This past fall we began the use of a web-based tool, Edline, to inform parents of student progress on a bi-weekly basis. Edline is a program whereby teachers post their grade books online, and parents and students can view their grades, homework, upcoming tests and project information and rubrics from their home computer. We will also use Edline to send group emails to parents. Parent reviews of the program have been very positive. Timely and routine school-to-parent communication via Edline will help us to better collaborate with our parents.

Additionally, our school web site serves as our information lifeline between the school and the community. All teachers have an updated homework page that parents can access daily. Teacher Jody Corbett serves as our webmaster.

In an ongoing effort to improve student learning, we have broadened our content reading program to include the sixth grade team (Owls). Students, with the strategies learned in this class, will be more confident and skilled in their reading of content text. With this addition, all students in grades six through eight will take content reading.

After a close look at our data on student writing, we decided that it was important to introduce a formalized and consistent writing process to the middle school. All staff are participating in Six-Trait writing training over the course of this current school year. This is an analytical approach to assessing writing across the curriculum. Furthermore, students will learn to be critical analysts and assessors of their own writing.

Student performance continues to be solid with many students achieving academic honors and commendations for their efforts. Our NECAP (New England Common Assessment Program) scores landed right at the State average. In addition to the NECAP, our students take the Northwest Evaluation Association Assessment three times this year (fall, winter, spring). This is an online standardized test in Math, Language Usage, and Reading. The results of this test are reported instantly, allowing teachers, students, and parents an opportunity to learn quickly about the student's level of achievement. Our students' performance on this test was above the national average in all areas.

Near the end of May, the State of New Hampshire released their list of schools that made Adequate Yearly Progress (AYP) for the previous year. We celebrated making AYP in Math, an area we did not make it in the previous year. Our math department is enjoying the materials that coincide with the new series of resources we received starting in fall 2008.

As I mentioned previously, our NECAP scores were in the State average range and our math scores improved significantly, however our special education subgroup did not make AYP in the area of reading. With the hard work of Amanda Lecaroz, curriculum coordinator, and our school improvement committee, we developed a plan, which was submitted to the Department of Education outlining strategies we will implement. These strategies will focus on reading instruction implemented by classroom teachers along with additional services offered by our reading specialists.

The combined work of the Positive Behavior Interventions and Supports (PBIS) team and School Improvement Team resulted in a great plan for individualized student goal setting this past year. Our student body was divided into small groups of ten to twelve students called BEST groups. These students worked on, amongst a number of other PBIS initiatives, goal setting as it related to the NECAP test. Each student met individually with their BEST group leader and set a personal goal for the test in both reading and math. In addition, our school set a goal for improvement on the test. Not only did this generate additional motivation from the students individually as they took the test, it fostered an energy and enthusiasm within the entire building. We anxiously await the latest NECAP results to be reported in late January 2009.

Goal setting is also an important part of the NWEA test process. Students are given target growth goals at the conclusion of each round of testing based on their achievement. It is our expectation that students will meet that goal in the next round of testing.

We are now in year five of our Positive Behavior Interventions and Supports (PBIS) initiative. Each year of the program has seen an increasingly positive impact on the middle school. This year we approached the program from a slightly different angle. Using the BEST matrix, we accentuated the positive qualities that PBIS focuses on then talked about the specific environments where these qualities might be displayed. The data we have collected on this program has served as a reminder of the wonderful students we are so fortunate to work with at LMS.

This year our middle school joined hundreds of schools and thousands of students on November 15 in the "Mix It Up Lunch" event. Lynne Ellis was instrumental in organizing and promoting this event. Students entered the cafeteria and were assigned groups to sit with for the duration of the lunch period. In these groups, students talked about cliques that develop and how to accept others despite differences. Overall, this event was a worthwhile learning experience for students.

Our athletic programs continue to earn tremendous success. Our girls' softball and track teams won Class championships this year. Our girls' soccer, boys and girls basketball, and baseball teams made a strong showing in playoff games. The Raiders cheerleading team placed third in their Class competition. Our girls cross-country team placed first in the Tri-County meet and the boys placed second. I would like to recognize the hard work and success of the coaches of all our sports teams at the middle school.

The Club, the Boys/Girls Club after-school program, continues to offer a program that exposes students to enrichment opportunities. Enrollment in this program is showing steady growth. In fact, the fall 2008 session saw the highest numbers to date. Barbara Cooper, the director of the Litchfield Program, has a desire to make that connection to what students are learning in the classroom to what they are doing after school in "The Club".

Our Student Council had another year of excellent student participation. Amy Berube and Stephanie Hoelzel along with 60+ students have brought some new ideas to the Council this year. One of the ideas they are most excited about includes plans for a mural in the cafeteria centering on the "Do Your BEST"



theme. The Student Council continues to host a quarterly "Class Acts" breakfast to honor students who consistently do the positive things that make LMS a better place.

We expanded our extracurricular programming for students again this year. Andrew Plantz, Red-Tailed Hawks science teacher is the advisor of our Green Raider Club. This is an after school program focusing on recycling, beautification of the property, and general awareness of how we affect our environment. Andrew teamed up LMS with an organization that pays for our recycled paper. This has become a win-win for the middle school. David Gilmore has coordinated an extensive intramural program, including such sports as flag football, floor hockey, and volleyball. In a short time, upwards of 100 students are involved. We look forward to further expanding these opportunities for our students.

Our music program, including band and chorus, found terrific success in their competitions in spring 2008. The band and chorus was awarded a gold plaque in the Great East competition. I would like to extend a big congratulations to all students and directors.

With the ever important data collection and sorting element of the middle school, secretaries Leslie Pearce and Andrea Hamilton have played a critical role. Whether it be entering i4see information, inputting for the NWEA test or assisting with Edline activation codes, these two individuals need to be recognized for their consistently excellent work at LMS.

The school-community volunteer program continues to flourish thanks to the extensive efforts of Assistant Principal, Peter Lubelczyk. The work of our volunteers has expanded from outside of the technology education program and into a number of other classrooms and areas of the building. Thank you to all of you in the community who have given hours of your time to make LMS a better place.

Jack Williams and our custodial crew have worked tirelessly to keep the building and grounds in great shape. We did not have any significant capital improvements over the past year.

These accomplishments could not happen without the tremendous support of our staff and the many individuals and organizations in the community. I want to recognize the dedication of the staff at the middle school for always putting the students' needs first. It is because of your passion for educating the middle school student that our building is a place students feel a sense of belonging.

Finally, I would like to thank you, Dr. Cutler, along with your staff, Special Education Coordinator Ronda Gregg, Curriculum Director Amanda Lecharoz, and Business Administrator Steve Martin for the support and assistance you have offered me. I look forward to another year working together with you.

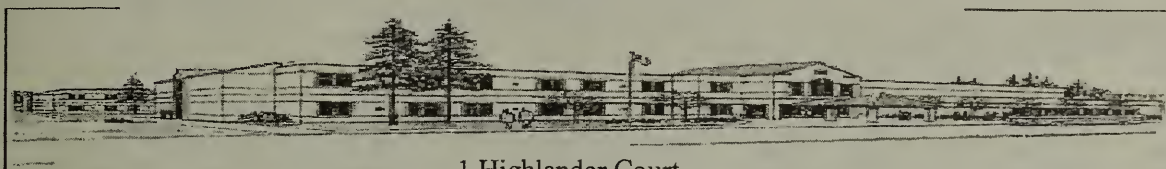
Respectfully Submitted,

Thomas Lecklider  
Principal

## Litchfield Middle School Staff 2008 - 2009

<u>Last Name</u>	<u>First Name</u>	<u>POSITION</u>	<u>GRADE</u>	<u>Salary</u>
BERUBE	AMY M	GRADE 7	B	\$44,749.00
BOWIE	KAREN R	GRADE 5	M	\$51,470.00
BRUCKER	NANCY A	GRADE 5	M	\$62,622.00
CARR	MAUREEN	NURSE	B/RN	\$55,413.51
COGAN	CAROLYN K	GRADE 7	B	\$57,955.00
COLTON	FRANCES J	SPECIAL EDUCATION	M	\$54,464.00
CORBEIL	ROBIN L	COMPUTERS	B	\$46,182.00
CORBETT	JODY L	GRADE 7	M	\$46,542.00
CUMMINGS	MARY E	GUIDANCE COUNSELOR	M	\$57,306.35
DODGE	JEAN C	GRADE 7/8	B	\$56,955.00
DWYER	HEATHER A	GRADE 6	B	\$47,614.00
ELLIS	LYNNE M	GUIDANCE COUNSELOR	M	\$62,756.28
FALZARANO	GABRIEL A	GRADE 8	B	\$43,413.00
FINNEGAN	KERRY L	SPECIAL EDUCATION	M	\$40,662.81
FUCCILLO	KAREN	GRADE 5	M	\$58,042.00
GARABEDIAN	KATHLEEN A	ART	M	\$57,793.00
GILMORE	DAVID J	PHYSICAL EDUCATION	B	\$34,723.00
GUERRETTE	JESSICA M	GRADE 8	M	\$54,756.00
HENRIQUEZ	JEANNE M	SPECIAL EDUCATION	M	\$49,827.00
HOELZEL	STEPHANIE	SPECIAL EDUCATION	B	\$44,749.00
HUSTON	MICHAELA M	GRADE 8	M	\$49,827.00
IRVING	CHERYL H	GRADE 6	B	\$55,843.00
LANGTON	DEBRA G	GRADE 6	B	\$53,343.00
LASOCKI	LISA A	FACS	M	\$59,684.00
LECKLIDER	THOMAS	PRINCIPAL	M	\$86,554.00
LEES	KARLA C	SPECIAL EDUCATION	M	\$56,129.00
LEITE	CAROLYN J	MUSIC	B	\$55,843.00
LIPPINCOTT	DONALD	TECH EDUCATION	B	\$55,843.00
LOVE	HOLLY B	GRADE 5	M	\$62,184.00
LUBELCZYK	PETER	ASSISTANT PRINCIPAL	M	\$71,594.00
MCCOLLEM	AUDRA J	GRADE 6	B	\$49,704.00
MCPHEE	CATHERINE	GRADE 7/8	B	\$57,955.00
MEDEIROS	MARY ELLEN	GRADE 6	B	\$52,849.00
NOLAN	KIM E	GRADE 8	M	\$61,184.00
O'BLINIS	FAYE E	GRADE 7	M	\$47,381.00
PLANTZ	ANDREW M	GRADE 7/8	B	\$49,046.00
ROONEY	CHRISTINE D	HEALTH	M	\$48,185.00
SIDILAU	KATHLEEN A	GRADE 6	B	\$55,843.00
SIMONEAU	MARIA A	SPANISH	B	\$53,343.00
SPEARMAN	YOLANDA M	MUSIC 50%	M	\$27,378.00
TARR	TERESA M	GRADE 5	B	\$55,843.00
TATE	CHRISTINE L	READING SPECIALIST	M	\$56,129.00
THAYER	MARTHA T	GRADE 7/8	M	\$59,684.00
TURCO	DONNA B	READING SPECIALIST 50%	B	\$17,961.50
WALLACE	YVONNE	LIBRARIAN	M	\$59,414.99
ZINGALES	ELIZABETH	GRADE 5	M	\$62,184.00

# Campbell High School



1 Highlander Court  
Litchfield, NH 03052  
(603) 546-0300 Fax (603) 546-0310 [www.campbellhs.org](http://www.campbellhs.org)

Robert C. Manseau  
Principal  
[rmanseau@litchfieldsd.org](mailto:rmanseau@litchfieldsd.org)

Laura A. Rothhaus  
Assistant Principal  
[lrothhaus@litchfieldsd.org](mailto:lrothhaus@litchfieldsd.org)

Douglas R. Grieve  
Director of Guidance  
[dgrieve@litchfieldsd.org](mailto:dgrieve@litchfieldsd.org)

Daniel H. Kiestlinger  
Athletic Director  
[dkiestlinger@litchfieldsd.org](mailto:dkiestlinger@litchfieldsd.org)

*Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.*

## Principal's Annual Report

I am pleased to present this report to the community and will start off with wonderful news. During 2008, Campbell reached a milestone in the history of the young school, receiving accreditation by the New England Association of Schools and Colleges Commission on Public Secondary Schools. Significant amounts of work were rendered by staff, students, SAU staff, school board, and community members in the lengthy process of demonstrating Campbell's level of adherence to NEASC's Standards for Accreditation. All members of the Campbell community are to be commended for the positive outcome. The faculty's hard work was recognized by the NEASC evaluation report. The report mentioned that the Campbell student body loves their teachers and appreciates all that the staff does for them. You will see the NEASC logo now appears on our school stationery.

The accreditation process is based on a ten-year cycle. In our case, the cycle started in 2007, the year the NEASC Visiting Team came to inspect us. I will be filing a "Two Year Report" this coming October to report on progress made in responding to the forty-one recommendations made in the NEASC evaluation report. By the time we file the "Five Year Report" in October 2012, we will be expected to have resolved all of their recommendations. Following that, we will start all over again, initiating the ground work for the next self study in anticipation of the reaccreditation visit in 2017. It never stops!

Campbell High School students continue to garner special recognition in the school's three A's of Academics, Arts, and Athletics.

Nick Dube became the first Campbell graduate to be accepted at Harvard University. Alison Lajoie was named a Commended Student in the National Merit Scholarship Program. Michael Clark was awarded a Certificate of Achievement for having attained a level of Excellence in Economic Understanding.

Several students participated in Youth and Government at the Statehouse in Concord – Andrew Cialek, Jay Howley, Mike Clark, Katie Levan, Heather Schofield, Alex Prolman, Kyle Tremblay, Matt Tremblay, Stephen Bryant and Matt Falcone. Mike served as Chief Justice of the Supreme Court and received an award for outstanding service on the Court and both Mike and Andrew received an award for writing one of the best bills.



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AND COLLEGES  
ACCREDITED MEMBER



Four students participated in Moody's Mega Math Challenge, solving a math modeling problem under the watchful eye of teacher Gretchen Butler – Kim Clement, Matt Goczalk, Nick Geist, and Michael Wallman.

Two sophomore students, Shannon Savard and Matt Rafferty, were chosen as the CHS representatives to the Hugh O'Brien Youth Leadership program.

In order to highlight student academic achievement, we instituted an "All A's Celebration" in which students who had received all A's on their report card were honored with an evening program and students who had received high scores in NECAP testing were celebrated at a school assembly. We went to quarterly report cards this past fall. Already we have seen positive results from this change, as "early decision" college applicants have been able to use their November report card in the admissions process, rather than delay the process waiting for the January report card.

The Campbell student body rallied around the need to supply food to the Litchfield Food Pantry, and beat both LMS and GMS, winning first place in a friendly contest between the schools in the "Make A Difference Week" Food Drive. We owe a big thanks to our Student Council and advisor Shawn McDonough. We are told that the schools collected a record amount of food for the Pantry. Our National Honor Society chapter and their advisor, Meredith Potter, ran a successful blood drive.

Our commitment to the visual and performing arts continues to afford our students opportunities to be successful on many levels.

At the recent Scholastic Art awards of New Hampshire competition, Campbell artists did extremely well. Fourteen students received awards. There were three gold key winners - Alex Puchalski, James McKenney and Philip Houston, four silver key winners – James Orlando, Alyssa Bean, Jenny Evans and Wesley Fletcher, and seven honorable mentions – James McKenney, Josh Farnham, Errol Fuertes, Gregory Sherwin, Jenny Evans (2 awards) and Karly Wilkins. Teachers Denise Freeman and Paula Barry assisted the students.

In May of 2008, both the CHS Band and the CHS Chorus received Gold ratings at the Great East Music Festival held at Westfield State College. In October of 2008, Emily Schaffer ('09) successfully auditioned and was named to the 2009 NH Jazz All State Chorus. She is one of 8 sopranos in the Honors' Choir. Brian Oberti ('09) successfully auditioned and was named to the 2009 All State Concert Band as one of two baritone saxophones for the state. In November, approximately three dozen Campbell High students took part in the musical production "Seussical", which played to record crowds.

Our interscholastic athletic program continued to thrive with several athletic teams and individual athletes receiving accolades.

Perhaps most notable, CHS was named the NHIAA Class M Sportsmanship Award recipient. In addition, our Winter Spirit team was Runner Up for Class M/S, Girls Basketball was Class M Runner Up and their coach, Shawn Flynn, was recognized as Coach of the Year. Football finished Runner Up in Division 6 and made the first ever appearance for a Campbell team in the championship round. Zach Bowen was named Division II State Champ in 200 yd Free Style and the 100 yd Butterfly, and New England Champion in the 100 yd Butterfly. Jordan Spencer was named State Champ in Boys Pole Vault.

The following student-athletes were recognized as Senior Scholar Athletes by the NHIAA and NHADA: Alyssa Brown, Colleen Kennedy, Kristen Lang, Ariana Liakos, Julia Mercier, Alyssa Munn, Elisha Planty, Lauren Queenan, Samuel Brown, Peter Chuckran, Nicholas Dube, Christopher Huston, Jordan Spencer and Jay Vance.



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We are proud to mention additional recognition garnered by our faculty. Art teacher Denise Freeman was nominated for New Hampshire "Teacher of the Year". "In house" awards went to Irene Martin for Leadership, Dennis Perreault and Kathleen Reilly for Service, and Denise Freeman as CHS Teacher of the Year. Campbell High School and specifically, teacher Lesleigh Grant, was honored for creating employment opportunities for people with disabilities. Dennis Perreault was named a "Picturing America" award recipient by the National Endowment of the Humanities.

Collaboration is alive and well at CHS. Pat Kaplo's second "Siege (Trebuchet) Day" was a great event to demonstrate the extent of collaboration at Campbell. Teacher Chuck Mower and his students assisted the event with the construction of a wonderful "castle" which the physics students bombarded with their "projectiles" (water balloons).

Campbell High School faculty and administration continue to evaluate our curriculum and course offerings. This year we added a Basic Biology class and reinstated the Journalism class.

Student achievement remains job number one. We have identified a number of indicators of success. Specifically, we want to meet or exceed the state average in NECAP and SAT scores. This past spring we did just that in the inaugural science NECAP test. We want to see similar success by students in the other portions of the NECAP, as well as for students headed to college as they take the Scholastic Aptitude Test. Speaking of college, 87% of the Class of 2008 was accepted to a four or two year college. This was a marked improvement over the 70% in the previous year.

In order to encourage greater academic rigor, we became members of the New Hampshire Scholars initiative. This program seeks to encourage all students to take a rigorous core curriculum over the four years spent in high school, and brings business leaders into the school to encourage students to acquire the skills and knowledge that will help them in college and careers. Students who complete the program graduate with a New Hampshire Scholars designation on their diploma and transcript and are eligible to apply for financial assistance for college. In June, Campbell graduated twelve state scholars in the class of 2008 and there are some twenty-five CHS students currently in the program. We hope that number increases over time. Lesleigh Grant is to be commended for her work with this program.

Under the leadership of Assistant Principal Laurie Rothhaus, the CHAT Team was established to help meet the needs of students who struggle in school. This team brings together the expertise of various staff members to create success plans for students. In order to support all students towards academic success, we established a Student Support Center. Led by Bill Hicks, the SSC has already made an impact in the lives of many students who struggle maintaining consistent effort in their studies. Mr. Hicks is training several students to serve as peer mediators and he is planning to also start a peer mentoring program.

Under the leadership of Amanda Lecaroz, curriculum coordinator, Campbell has begun creating and using formative assessments in many courses, in order to better meet the needs of students. We have also begun the streamlining of our math program, instituting an Integrated Algebra I this past year. We plan to do the same next year with an Integrated Geometry course. These courses capture the strengths of both integrated and traditional math courses. I am indebted to the work of our curriculum facilitators, Irene Martin, Kathleen Reilly, Linda Frost, and Dennis Perreault, as well as our librarian/media specialist, Andrea Ange, for their hard work. They have begun the task of preparing curriculum guides to be posted on our school website. This effort will bring greater transparency to our curriculum and enable community members to gain greater familiarity with what is taught at CHS.



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Thanks to Sue Ayer and the custodial staff, the high school is in great shape. Their care and attention to detail enabled us to continue to host a number of community events, including the presidential election this past fall and the use of the building as an emergency shelter during our recent ice storm.

We started offering Community Education Classes open to all Litchfield residents. Both the spring and fall terms were well attended and will continue in the 2008-2009 school year.

In the fall we instituted a new traffic pattern on campus and issued numbered parking spots for students. Seniors were given the privilege of having "first pick" of parking spots. Students have had a positive response to this change.

We had the great assistance of several volunteers who joined our collaboration of learners this past fall. Assisting in the main office were Cindy Hansberry, Jean White and Diane Marinkov. Helping with our recycling program was Tom Marinkov and Steve Pitcher. We are indebted to them. Thanks to our recycling program, CHS recycled 29,001 pounds of paper, 403 pounds of aluminum, and 1,500 pounds of plastic last year - thank you Mr. Perreault and your students.

Along with the rest of the school district, we instituted the use of the Alert Now system to communicate with our families via both email and voice mail messages. I have received positive feedback on the use of this communication tool. Our school web site ([www.campbellhs.org](http://www.campbellhs.org)) had a "makeover" this past summer thanks to webmaster Pat Kaplo. This vital tool continues to serve as our information lifeline between the school and the community. Mr. Kaplo is to be commended for the great update of the site.

The CHS Safety Committee completed a revision of the school's emergency plans. The committee coordinated a lock down drill last spring and hopes to do more safety training in the year ahead, including a "mock crash" planned for prom season. We are indebted to the Litchfield fire and police departments for their continuing cooperation and assistance in helping to ensure a safe and productive learning environment. We also thank area police departments for their assistance in the safety search using canines this past fall.

I continue to have great optimism for the future of CHS. While there is so much to be proud of already at Campbell, there is much room for improvement. We have begun the task of seeking high achievement for **all** students, have taken additional steps to build a stronger climate of collaboration between all constituencies, and focused our attention more closely on achievement results.

In closing, I want to thank our Administrative Assistants, Cheri Pitrone, Christine Ferraro, Sharon Ford, Julie Thompson, Dale Arria, and Lillian Hamel for their continuous hard work and dedication. I would also like to thank the Friends of Music, Athletic Boosters, and parents who have attended the parent forums, for their interest and support.

Finally, I would like to thank Dr. Elaine Cutler, and the SAU staff, for their continuing efforts to support our mission. It is an honor to serve under Dr. Cutler.

Respectfully submitted,

Robert C. Manseau  
Principal



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AND COLLEGES  
ACCREDITED MEMBER



# Campbell High School Staff 2008 - 2009

<u>Last Name</u>	<u>First Name</u>	<u>POSITION</u>	<u>GRADE</u>	<u>Salary</u>
ANGE	ANDREA M	LIBRARIAN	B	\$56,837.13
ANGELINI	DIANE B	MATH	B	\$40,452.00
BALLOU	JUSTIN H	SOCIAL STUDIES	B	\$37,587.00
BARRY	PAULA J	TECH EDUCATION	B	\$34,723.00
BASKERVILLE	SHAWN R	SPECIAL EDUCATION	B	\$41,884.00
BROWN	ERIN E	ENGLISH	M	\$46,542.00
BURNS	AIMEE L	ENGLISH	B	\$46,182.00
BUTLER	GRETCHEN T	MATH	M	\$62,560.00
CASSILY	SHALEEN A	ENGLISH	M	\$49,827.00
COBURN	EMILY	READING SPECIALIST 50%	M	\$27,232.00
COLBATH	MARY E	SPANISH	M	\$65,060.00
DELEAULT	JILL E	MUSIC	M	\$44,899.00
DEMONT	LESLIE	FRENCH	B	\$39,020.00
FARRINGTON	CATHERINE M	SPECIAL EDUCATION	B	\$44,937.00
FICHERA	JOHN	PHYSICAL EDUCATION 50%	B	\$20,772.20
FLYNN	SHAWN P	MATH	B	\$51,911.00
FREEMAN	DENISE M	ART	M	\$60,873.00
FROST	LINDA	SCIENCE	B	\$55,455.00
GATHERUM	LAURIE A	BUSINESS	B	\$39,020.00
GINGRAS	DAVID W	SOCIAL STUDIES	M	\$41,613.00
GNAEGY	LYNN	FACS	M	\$56,399.00
GORMAN	CATHERINE A	MATH	M	\$59,684.00
GRANT	LESLEIGH S	TRANSITIONAL SPECIALIST	M	\$56,399.00
GRIEVE	DOUGLAS	GUIDANCE DIRECTOR	M	\$68,749.00
HARDMAN	PATRICIA L	MATH	M	\$59,684.00
HARMON	HEIDI L	SOCIAL STUDIES	B	\$36,155.00
HARRIGAN	DAVID L	SOCIAL STUDIES 50%	M	\$26,641.15
HICKS	WILLIAM R	STUDENT SUPPORT COUNSELOR	M	\$59,684.00
HOEY	JACQUELYN	NURSE	RN	\$50,022.16
KAPLO	PATRICK J	SCIENCE	M	\$53,113.00
KEEFE	PATRICK M	ENGLISH	M	\$48,185.00
KIESTLINGER	DANIEL	ATHLETIC DIRECTOR	B	\$71,412.00
MANSEAU	ROBERT	PRINCIPAL	M	\$100,086.00
MARTIN	IRENE B	MATH	M	\$51,134.00
MARTIN	PHILIP K	MUSIC	M	\$62,184.00
MCDONOUGH	SHAWN P	COMPUTERS	M	\$63,622.00
MORRISON	KERRI T	SOCIAL STUDIES	B	\$40,452.00
MOWER	CHARLES H	TECH EDUCATION 50%	TECH	\$18,710.22
NEITHERCUT	AMY J	SCIENCE	B	\$43,435.00
NIEUWEBOER	MARILYN S	GUIDANCE COUNSELOR 50%	M	\$22,449.50
O'KEEFE	MICHAEL D	SCIENCE	M	\$48,185.00
ORBAN	CHESTER J	SCIENCE	M	\$62,560.00
PARKER	DAWN	SPECIAL EDUCATION	B	\$39,020.00
PARSONS	JEFFREY W	GUIDANCE COUNSELOR	M	\$64,375.66
PERREAULT	DENNIS N	SOCIAL STUDIES	M	\$57,500.00
POTTER	MEREDITH R	ENGLISH	M	\$52,441.00
REILLY	KATHLEEN A	ENGLISH	M	\$59,684.00
ROMEIN	KIRK A	ART	B	\$43,317.00
ROTHHAUS	LAURIE	ASSISTANT PRINCIPAL	M	\$77,731.00
ROYE	PATRICK S	SPECIAL EDUCATION	B	\$59,066.00
SAWICKI	MARGARET M	SPECIAL EDUCATION	B	\$43,317.00
SCHRATWIESER	JEANNE M	SCIENCE	M	\$47,381.00
SZEPAN	SHANNON B	PHYSICAL EDUCATION/HEALTH	B	\$44,749.00
TARDIF	RAE E	SPANISH	M	\$54,756.00

# Campbell High School Graduating Class of 2008

Daniel Charles Adams  
 Nicholas Charles Adams  
 Katrina Lee Anctil  
 Alison Michelle Angelo+  
 Sasha Sarah Bangs+ \*  
 Matthew W. Barker  
 Brittany Arianna Basey+  
 Travis R. Bechard  
 Danielle Paige Belzil+  
 Lee Taylor Bolgatz+  
 Tyler John Borrun  
 Zachary David Bowen+^  
 Nathaniel Nelson Brown+ \*  
 Samuel Nelson Brown+ \*^  
 Alyssa May Brown+  
 Tasha Danielle Carroll+  
 Richard Halstead Cautela+  
 James Anthony Celata  
 Kerry Elizabeth Chaisson+  
 Brian K. Christian, Jr.  
 Peter Francis Chuckran+ \*  
 Ryan Roy Clark+  
 Allysia Lee Contraros+  
 Laura Michelle Cooper  
 Emily C. Cooper+  
 John P. Cullen  
 Jared Wesley Davis+^  
 Lindsay Marianna Delude+  
 Nicholas Daniel Deschenes+  
 Michelle Lorraine Desrochers+  
 Jessica Lauren Dickerson  
 Emilia Elisabeth DiCola+  
 Shelby Elizabeth Dionne+  
 Danielle M. Driscoll+ \*^  
 Nicholas Anthony Dube+ \*^  
 Alexa Marina Dufault+  
 Michael J. Ferdinand+  
 Krystal Rosemary Figlioli+ \*  
 Nicholas Joseph Fiorentino  
 Tyler McKechn FitzGerald+  
 Meghan Kelly Flood+  
 Richard Edward Fortin  
 Nichole Marie Fragala

Justin Jason Francoeur+  
 Lauren Marie Francoeur  
 Nicholas David Frost  
 Kirsten Erin Gallagher+ \*  
 Caitlyn Marie Gaumond+  
 Justin Michael Gauthier+  
 Aaron Gazzara+  
 Jennifer Elizabeth Gee+  
 Gregory Robert Gilbert+  
 Crystal Marie Gotham+  
 Kyle Raymond Goudreau+  
 Kevin James Granfield  
 Aušra Dawn Grauslys+  
 Tiffany Carmel Hall+ \*  
 Jacob S. Hall+  
 Amber L. Hancock  
 Rachael Lynn Hartling+  
 Matthew Scott Henriquez  
 Mary Catherine Howley+  
 Christopher W. Huston+ \*^  
 Heather Ann Marie Irving+  
 Timothy R. Jack  
 Cassandra Anne Kapelson+  
 Colleen Elizabeth Kennedy+ \*  
 Robert A. Kinchla  
 Corey Michael Lake+  
 Kristen Marie Lang+ \*  
 Katherine Elizabeth LeVan+  
 Ariana Evdokia Liakos+^  
 Julio Cesar Lopez  
 Shannon Lee Lovejoy+ \*  
 Corey R. Lynch+  
 Kayley Ann Barbara MacKinnon  
 Johnathan D. Mandravelis  
 Daniel Thomas Marquis+ \*  
 Christopher M. Marr+  
 Hilary Ann Martin+ \*  
 Tyler R. McAlevy+  
 Shannon Marie Mellen+  
 Julia D. Mercier+  
 Savannah Lynn Morgan  
 Alyssa Hope Mun+ \*

Steven Ovila Nadeau  
 Jason Raymond Nicoll  
 Gina Marie O'Leary+  
 Matthew V. Palladino+  
 Peter W. Plansky+  
 Elisha Marie Planty+  
 Nicole Jillian Poirier+  
 Sarah Kathryn Popovich+  
 Lauren Marie Queenan+ \*^  
 Nicholas Fontenault Radcliffe+  
 Emma Beatrice Rafferty+  
 Nicholas William Regan+  
 Kyle G. Reid+  
 Kaylyn Rose Rifkin  
 Lindsey Paige Roman+  
 Bruno Routhier  
 Ryan M. Rule  
 Matthew C. Ryan  
 Kathryn Michael Santos+ \*  
 Benjamin Mathew Jorgé Santos+  
 Anthony Joseph Savani+  
 Heather Marie Schofield+  
 Brittany H. Shafer+^  
 Samantha A. Shanley  
 Jordan Mark Spencer+^  
 Ryan James Stackpole+^  
 Rebecca E. Stein  
 Lauren Angeline Sullivan  
 Daniel Mark Sweeney+  
 Patrick J. Sweeney  
 David William Symonds II  
 Brandon Stephen Szekley+  
 Mark Robert Tollick  
 Keegan John Travis+  
 Antonina M. Valentino+  
 Jay Clifford Vance+ \*^  
 Sarah A. Viafora+ \*  
 Phillip K. Walsh+^  
 Michael R. Weber  
 Ashlee Dianne Wheeler+  
 Nicholas S. Wright+  
 Lauren B. Zalanskas+

^New Hampshire Scholar

+ 24 diploma of distinction

\* National Honor Society



Shaded Days and NS = NO SCHOOL

School Board Approved 2/6/08

2008 – 2009 LITCHFIELD SCHOOL DISTRICT CALENDAR

18 - 19 Administrative Retreat

21 New Teacher Workshop

25 - 28 Teacher Workshop

NO SCHOOL IN AUGUST

AUGUST 2008				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

16 Teacher Workshop - NS

23 - 27 Winter Recess - NS

14 Days

1 Labor Day - NS

2 1<sup>st</sup> Day of School

21 Days

SEPTEMBER 2008				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

22 Days

13 Columbus Day - NS

22 Days

OCTOBER 2008				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

4/27 - 5/1 Spring Recess - NS

18 Days

4 Parent/Teacher Conf. - NS

11 Veterans Day - NS

26-28 Thanksgiving Recess - NS

15 Days

NOVEMBER 2008				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

1 Spring Recess (Cont) - NS

25 Memorial Day - NS (Observed)

19 Days

12/24 - 1/2 Holiday Recess - NS

17 Days

DECEMBER 2008				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

17 Last Day of School For Students (Tentative)

18 Teacher Workshop - NS

22 Last Day if 3 snow days Occur

TBA Graduation

13 Days

1 New Year's Day - NS

2 Holiday Recess (Cont) - NS

19 Martin Luther King Jr. Day -NS

19 Days

JANUARY 2009				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOTES

Snow days will be made up at end of school year (June)

SEPT thru JAN - 94 DAYS      FEB thru JUNE - 86 DAYS

180 Total Student School Days – 190 School, Snow & TW Days

Please Mark Your Calendar:

Tentative Date Deliberative Session January 31 , 2009 – 2 pm

Voting Day March 10, 2009

# LITCHFIELD SCHOOL DISTRICT

## ENROLLMENT - PROJECTIONS ELEMENTARY

Grade	Enrolled October 1, 2007	Enrolled October 1, 2008	Projected September 2009
Pre	37	38	30
Kindergarten	0	0	80
1	107	109	94
2	129	103	98
3	102	126	106
4	146	101	127
<b>Total</b>	<b>521</b>	<b>477</b>	<b>535</b>

## ENROLLMENT - PROJECTIONS MIDDLE SCHOOL

Grade	Enrolled October 1, 2007	Enrolled October 1, 2008	Projected September 2009
5	137	146	103
6	134	137	151
7	137	135	140
8	141	144	132
<b>Total</b>	<b>549</b>	<b>562</b>	<b>526</b>

## ENROLLMENT - PROJECTIONS HIGH SCHOOL

Grade	Enrolled October 1, 2007	Enrolled October 1, 2008	Projected September 2009
9	173	150	143
10	141	146	145
11	117	130	158
12	147	130	128
<b>Total</b>	<b>578</b>	<b>556</b>	<b>574</b>

**Combined  
Totals**

<b>1648</b>
-------------

<b>1595</b>
-------------

<b>1635</b>
-------------

**LITCHFIELD SCHOOL DISTRICT  
DELIBERATIVE SESSION  
February 9, 2008  
The State of New Hampshire**

Time, Place: The meeting was called to order at 2:00 p.m. in the Campbell High School Auditorium.

Present: Mr. John G. Regan, Moderator presiding.

School Board members: Mr. Dennis Miller, Chair (School Board Representative to the Budget Committee); Mrs. Cynthia Couture, Vice Chair; Mrs. Dot Beauregard; Mr. Ralph Boehm; and Mrs. Pat Jewett (Board Member and Selectwoman)

Superintendent of Schools, Dr. Elaine Cutler; Business Administrator, Mr. Stephen Martin; Dr. Ronda Gregg, Director of Special Services; Amanda Lecaroz, Director of Curriculum & Instruction; Michele E. Flynn, School Board Secretary; Ms. Lynn Baddeley, School District Clerk; Mr. Gordon Graham, School Attorney; Mr. Dan Cecil, Architect, Harriman Associates.

Campbell High School Principal, Mr. Robert Manseau; Litchfield Middle School Principal, Mr. Tom Lecklider; Griffin Memorial School Principal, Mr. Martin ("Bo") Schlichter.

Budget Committee members: Mr. Brent Lemire, Chairman; Mr. Paul Parker; Mr. William Spencer; Mr. John Harte; Mr. Mike Falzone, Mr. Brian McCue; Mr. Ray Peebles, (Selectmen's Representative).

Ballot clerks: Ms. Joan McGibben, Ms. Bertha Mieczkowski, Mrs. Trisha Regan.

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator and reviewed the Moderator's rules and protocol for the Deliberative Session according to State law.

Mr. Regan introduced Mr. Dennis Miller, School Board Chair. Mr. Miller introduced School Board members, SAU staff, school Principals, School District Clerk, Mr. Dan Cecil of Harriman, and Attorney Gordon Graham.

Mr. Regan introduced Mr. Brent Lemire, Chairman of the Budget Committee. Mr. Lemire introduced Budget Committee members. Chairman Lemire congratulated Dr. Cutler on her permanent appointment as Superintendent of School and he commended Building Committee members for their thorough presentation to the Budget Committee for the proposed new elementary school.

LAB



*Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.*

Mr. Regan invited community members to comment on Article A.. There was no discussion of Article A and Mr. Regan indicated the article would remain unamended.

## **ARTICLE A**

*To elect by ballot the following School District Officers:*

<i>Moderator</i>	<i>3-Year Term</i>
<i>School Board Member</i>	<i>3-Year Term</i>
<i>District Treasurer</i>	<i>3-Year Term</i>
<i>District Clerk</i>	<i>3-Year Term</i>

Article A stands as written.

Mr. Regan read Article 1 and indicated that Mr. Miller would speak to the article.

## **ARTICLE 1**

*Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Two Million, Two Hundred Three Thousand, Three Hundred Forty dollars (\$22,203,340.00) for the construction, site development, and original equipping of a new grades PreK – 5 elementary school building on property owned by the District; and to authorize the issuance of not more than Twenty Million, Six Hundred Ninety-Two Thousand, Five Hundred Fifty dollars (\$20,692,550.00) in bonds or notes in accordance with the provision of the Municipal Finance Act (RSA Chapter 33); and to authorize the Litchfield School Board to issue and negotiate such bonds or notes and determine the rate of interest thereon; and, in addition, raise and appropriate the additional sum of Five Hundred Ninety-Seven Thousand, Seven Hundred Eighty-Five dollars (\$597,785) for the first year's principal and interest payments; and authorize the School Board to apply for, accept, and expend federal, state, or other aid, grants or donations, which may be available for the project; comply with all laws applicable to the project; and take any other action necessary to carry out this vote? Please note that it is also the intention of the Litchfield School Board to use Impact Fees, New Hampshire Department of Education State Building Aid, and New Hampshire Department of Education Kindergarten Construction Grant funds to reduce the costs of this project.*

*Three-fifths (3/5) ballot vote required.*

*Recommended by the School Board  
(5-0-0)*

*Recommended by the Budget Committee  
(5-3-0)*

Mr. Miller spoke to Article 1. He thanked the Building Committee for their dedication over the past eighteen months commenting that Committee members worked tirelessly to bring forth a proposal that would represent the best option for the town.



Mr. Miller reviewed the project summary of the proposed new elementary school. The proposed new school is a 99,353 square foot, two story building, with an exterior depiction of brick veneer (75%) and vinyl (25%) combination, providing needed space for the middle school as grade five would return to the elementary school and the portables would be removed. The building will be built on the LMS site, where previous extensive geotechnical testing revealed a high quality of sandy soils and no groundwater problems.

Mr. Miller explained that the school would open for 705 students, grades PreK through 5, including 80 half-day public kindergarten students [if approved], 15 existing special education pre-school students [45 if kindergarten is not approved]. The cafeteria/kitchen, library and gym spaces are reconfigurable for growth to 1,150 students and the final project plans reflect significant reductions and re-design by the Building Committee: reduction of 4,700 sq. ft. and a reduction of \$7,000,000 from the total project cost. The project includes four public kindergarten classrooms [mandated by the State for Building Aid approval], which will be financed with the Kindergarten Construction Grant [75% direct reimbursement], for which the District has already received approval, and Elementary Impact Fees [remaining 25% of the total]. Kindergarten construction will have no impact on the tax rate.

Mr. Miller asked Mr. Cecil to speak to the site and floor plans. Mr. Cecil explained that the site plan reflects that McElwain Drive will provide main access to both the middle school and the proposed new elementary school. Access to the middle school will remain the same. Access for the new elementary school from McElwain would go straight past the middle school to the rear of the site with a separate bus loop and parent pick up/drop off areas. Students can safely traverse these two areas on walkways without having to cross in front of cars or buses to get to either the school or the play areas. Parents can drop off students in the loop at the front of the building or park in the parking lot, which will have 112 spaces. There is access for emergency vehicles as well as easy access to the service areas for vendors. The existing septic fields for LMS will remain and new septic and leach fields will be installed for the elementary school. The building will have southern exposure for optimal energy efficiency and for administration to have clear visual access to the traffic loops, parking lot, and playing fields.

Mr. Cecil reviewed floor plans for the proposed new school. He noted that the cafeteria is located in the front of the building as are the administrative offices for visibility to the bus and parent loops and the playing fields. The cafeteria can also act as a holding area for students while waiting for parents to pick them up or late buses. The first floor gym area is designed so that 75% of the building can be locked off for optimal energy efficiency and security. Public kindergarten classrooms are toward the back of the building with close proximity to specials areas and direct access the main lobby.

Mr. Cecil indicated that the Building Committee decided to use square footage in the cafeteria for a Music classroom, which allows the cafeteria to be easily expanded to its original size, if needed for growth. Committee members also decided to use square footage in the library for the media lab, which will allow easy expansion of the library to its original size should additional space be necessary. Pre-school, kindergarten, and first grade classrooms are located on the first floor as required by State building code. Classrooms for grades two through five will be located on the second floor. All specials (gym, art, music, etc.) are located on the first floor. Mr. Cecil

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noted that the kindergarten wing is designed to be expanded with a second floor should future growth deem it necessary. The mechanical system is designed to be controlled by a computerized system and has optimal efficiency.

Mr. Cecil explained that the exterior of the building was drawn using two concept models: 1) full brick veneer, and 2) 75% brick veneer and 25% vinyl. He noted that it has not yet been decided where the vinyl will be used, but the building will retain a rural appearance.

Mr. Miller thanked Mr. Cecil for his presentation. Mr. Miller reviewed the project budget. He began with a summary of the project budget excluding the kindergarten classroom wing noting that the new construction costs for the 92,753 sq. ft. main building would total \$16,796,035, which includes site development. Administrative costs and reserves include moveable equipment, technology, advertising, insurance and legal fees, testing and allowances, and a 5% construction contingency, which would total \$2,338,590 [this includes \$0 dollars for the cost of the land, which the District owns]. Fees and services include the fees for architect and engineer, permits, survey, reports and studies, and a clerk of the works, which would total \$1,557,925. The total project budget without kindergarten classrooms would be \$20,692,550.

Mr. Miller reviewed the kindergarten classrooms project budget. He indicated that the kindergarten wing new construction costs, including site development would total \$1,141,800. Administrative fees would total \$252,990. Fees and services would total \$116,000. The total project budget would be \$1,510,790.

Mr. Miller presented the total project budget summary noting that the total project cost including kindergarten classrooms totals \$22,203,340. After applying State Building Aid totaling \$6,147,765; the Kindergarten Construction Grant totaling \$1,060,577; and Elementary Impact Fees totaling \$450,213, the net project cost would total \$14,544,785.

Mr. Miller reviewed the proposed financing of the project. He indicated that the date and amount of the bonds would be set by the School Board and that they plan to bond the project less the kindergarten classrooms costs [\$1,510,790]. The Board decided to use Capital Appreciation Bonds, proposing a 15-year bond, but welcoming public input on a 20-year bond option. He explained that CABs level the annual payments over the course of the bond, front loads the principal payments and back loads the interest, principal payments are made twice per year, accelerates State building aid payments, and reduces tax rate impact in early years. The proposed 15-year CAB tax rate impact on the first year would result in an estimated \$.44 per thousand increase on the tax rate. The second year has the highest impact at \$1.43 per thousand increase, but trickles down to \$1.30 per thousand at the end of the bond. Taxes on a \$300,000 home in year one would increase approximately \$132 and would increase approximately \$430 in year two and three. The total over 15 years: \$6,346. Estimated tax increases on a \$400,000 home in year one would be approximately \$176, \$574 in year two, and \$573 in year three. The total over 15 years: \$8,461. Mr. Miller also briefly summed up that a 20-year CAB would yield a higher tax increase. Total taxes over 20 years on a \$300,000 home would be approximately \$7,070, and \$9,427 on a \$400,000 home.



Mr. Miller reviewed a Building Repairs Cost Comparison looking at the costs of annual repairs to all three existing schools over the last four years. GMS repair totals were summarized as follows: 2004 - \$59,584; 2005 - \$148,838; 2006 - \$131,170; 2007 - \$153,508. LMS and CHS repair totals were summarized as follows: 2004 - \$96,663; 2005 - \$86,260; 2006 - \$93,036; 2007 - \$144,493. If the proposed new school passes it will open in 2010. We assume an average annual increase in repair expenditures of 15% for both GMS and the new school, and assume no major repairs to GMS. Projected annual repairs to GMS for five years (2010-2014) total \$1.5M and project annual repairs to the new elementary school total \$287,097, which will result in a total projected savings of \$1.3M over five years.

Mr. Miller reviewed the building operation cost projection assumptions noting that operational costs include the lease of the LMS portables, oil, electricity, water and sewer, propane, data, telephone, disposal, snow plowing, insurance and custodial supplies. Annual operating costs for GMS and the LMS portables are projected at \$277,219. Annual costs for the new school are projected at \$254,172, which will result in an estimate savings of \$23,047. This is significant because this building is 33% larger.

Mr. Miller concluded that GMS has served the community well, but can't meet: current educational program standards and requirements, NH State standards, ADA, code and life safety standards. GMS operational costs are expensive and growing. The proposed new school provides an environment that best meets the educational, physical, and environmental needs of Litchfield's children, much needed modern resources for community use, the best option for Litchfield's long-term financial interests, and is the last school Litchfield will have to build, barring a natural disaster.

Mr. Regan invited community members to comment on Article 1.

Mr. John Latsha, 10 McElwain Drive, wanted to know the reason for vinyl siding on the top of the building as depicted in the conceptual drawings. He queried if this was cost effective or aesthetic.

Mr. Miller responded that the final area of the vinyl has not yet been determined, but will be once the project passes. Mr. Cecil of Harriman indicated that the Building Committee looked for ways to reduce the cost of the project. Vinyl is fairly common in new school construction and is about one-fifth the cost of masonry. Only 25% of the building would be covered in the vinyl, but it has not been determined where it will go.

Mr. Latsha asked if there is a chance the vinyl siding will be visible to the adult housing community.

Mr. Cecil indicated that it is a possibility although there are many trees that will act as a buffer and it is a small amount of vinyl.

Mr. George Lambert, 3 Lydston Lane, commented that he heard complaints about health issues at GMS and wanted to know if legal action has ever been taken against the District for these issues.

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Mr. Miller indicated that there have been some issues in the past, however, \$450,000 has been spent on ventilation in classrooms that had none, carpeting has been pulled, walls and floors are bleached twice yearly, 10-year old carpeting has been replaced, and air quality tests are conducted every few years. He added that he is not aware of any health issues over the past several years, nor is he aware of any lawsuits.

Mr. John Latsha, 10 McElwain Drive, queried about the tax rate in relation to a 15-year CAB. Mr. Martin indicated that if the assessed value of the town does not increase, there could be a higher increase on the tax rate. Mr. Latsha wanted to know if it would indeed be lower. Mr. Martin indicated it could be lower or it could be higher.

Mr. Al Raccio, 16 Bear Run Drive, commented that he received information on HB924 that could potentially increase the cost of every project the town of Litchfield may engage in each year. It can tax every demolition or renovation project a minimum of 75% if the bill passes. In regard to the proposed new school project, he noted that Mr. Cecil mentioned land reclamation and road access, which Mr. Raccio felt could be subject to HB924. He added that he is concerned there may not be any margin in the existing article to offset the impact of the bill on the project.

*Mr. Raccio made a motion to add \$100,000 to Article 1 to offset the potential impact of any costs of HB924 in relation to any portion of the proposed project. The motion was seconded.*

Mr. Miller commented that the contingency included in the project budget or the interest accrued from the bond could be used to offset the potential impact of HB924.

Mr. Raccio commented that given the statements from Mr. Miller he withdraws the motion.

Mr. Michael Couture, 41 Stark Lane, commented that traffic is often chaotic on McElwain Drive. He asked if there is a separate emergency right of way or access included in the project or perhaps lighting for the street.

Mr. Cecil indicated that there was a traffic study conducted on the intersection of Pinecrest and McElwain. The results indicated that there was no situation to trigger lighting. He noted that Pinecrest can be widened to include left and right turn lanes onto McElwain with no interference to the regular flow of traffic on Pinecrest. Mr. Cecil indicated that there was an earlier proposal, but it was found to be too expensive.

Mr. John Latsha, 10 McElwain Drive, commented that he received a copy of the field notes and inspection performed at GMS by Harriman Associates last February. He queried if it was conflict of interest to use the same architect to build the proposed new school.

Mr. Miller responded that there is no guarantee the proposed new school will be approved by the voters. We were asked to provide a detailed repairs estimate to renovate GMS. We contracted a separate company to also inspect the school and provide an estimate of renovation costs. Mr.



Miller indicated that both estimates from Harriman and JCN Construction were within 1.2% of each other.

Mr. Latsha asked why the Board did not hire another architect or independent company to perform the inspection and felt that using the District's architect was inappropriate. Mr. Miller indicated that it was too costly and would require too much time.

Moderator John Regan noted that the architect and an independent construction company performed the inspection, and asked Mr. Latsha why he felt it was inappropriate. Mr. Latsha indicated that he felt it would have been better to have an independent study without using Harriman.

Mr. Miller pointed out that an independent study was done in 2003 by Team Design and their report was the basis for the inspection by Harriman and JCN. He noted that Harriman is very familiar with GMS and has saved the District money in the past.

Mr. Doug Orlando, 8 Pilgrim Road, thanked the Building Committee for their hard work on the proposed the new school project, as well as Harriman and all others involved. He indicated that the District has spent time and money for the quality of help and services for students as well as on proposals and studies of GMS over the last four years. He felt that this money could have been spent on educating our children and could have been used toward a new school. Mr. Orlando asked how much has been spent to get to this point.

Mr. Miller responded that we have spent approximately \$20,000 on the costing of the new project during this year's proposal. We have spent \$40,000 to \$50,000 each year for the past five years.

Mr. Orlando commented that there will always be someone asking questions about financial implications and wanted to know how much more it is going to cost to repair GMS because the problem is not going to go away.

Mr. Miller indicated that there is no plan to repair or renovate GMS if the new school does not pass. The most recent renovation study indicates that it will cost \$10.5M to renovate GMS and bring it up to code, however, there is no guarantee that we will receive State building aid if we cannot solve the water problem. We cannot have a geotechnical study because of the failed warrant article last March. There is no long-term plan for GMS.

Mr. John Latsha, 10 McElwain Drive, commented that Mr. Cecil recommended insulation and extensive dehumidification to solve the water problem at GMS, but it had no cost associated with it and Mr. Latsha wanted to know the reason.

Mr. Cecil indicated that the study done last year was to look at repairs needed and to inventory those repairs. As a result, it was decided that extensive dehumidification would need to be installed in the building. He also noted that he also presented a proposal to underdrain the building. Mr. Cecil pointed out that it would additionally cost roughly \$2M to dewater the GMS site as a result of the high groundwater table confirmed from four years of testing. Three

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geotechnical studies have been performed, but it was not concluded how much volume was beneath the site. In 2005, the septic system failed and Hamm Septic was contracted to replace the tank. When they removed the old tank, water poured into the hole at a rate of 600 gallons per minute.

Mr. Latsha wanted to know if there is water coming up to foundation, why were tests done on the older buildings without drilling in the newer sections?

Mr. Cecil indicated that the worst problems were in the older sections and we opted to drill in the lower parts of the building. The newer wings are higher and not really affected. About 50% of the building does not have a vapor barrier and water vapor is coming up through the seams in the slab resulting in moisture in the building. Also, the skin of the building is old, as are the windows. Mr. Cecil noted that during the inspection it was discovered that many areas in the building above the ceiling tiles are exposed to the exterior.

Mr. Phil Reed, 7 Forest Lane, commented that a plan for the old school had been included in past proposals and queried about the benefit of offsetting the cost of the new school with the sale of GMS. He noted that the town sorely needs a new building.

Mr. Miller indicated that the Board has not specifically addressed what will happen with GMS because we want input from the community. The last proposal included the sale of GMS for a congregate care facility and the revenue of the sale would have directly offset the bond cost and the facility would have generated tax impact to help Litchfield. He added that the best use for the sale of the land may be for single family homes.

Mr. George Lambert, 3 Lydston Lane, commented that the new school proposal is interesting and a new school is needed, but similar proposals failed in the past and the cost increased. If the school does not pass this year, how much will it cost in two years?

Mr. Miller indicated that the last proposal was costed at approximately \$132/sq. ft. It is now at \$150/sq. ft. He asked Mr. Cecil to comment on the projection for the next two years. Mr. Cecil noted that the increase in cost would be between 3% - 5%. Mr. Miller commented that the bond rate is a quarter point higher as well and that is another unknown projection.

Mr. Lambert indicated that it would cost significantly more if this proposal fails. Mr. Miller concurred.

Mr. Lambert commented that another building in disrepair in town was closed. What would happen if someone does the same to GMS?

Mr. Miller indicated that the District has repaired immediate needs, such as the electrical problem that arose from the inspection at GMS last year. If the school were to be closed, we would have double sessions for GMS students at LMS or double session LMS students at CHS. We could hold a special meeting to allocate funds for paving and portables at LMS to accommodate the GMS students. Transportation costs would increase as well.

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*Mr. Spencer, 9 Cranberry Lane, made a motion to call the question. The motion was seconded. The motion carried by voice vote.*

There was no further discussion on Article 1 and no amendments.

Article 1 stands as written.

*Mr. Miller, 37 Wren Street, made a motion to restrict reconsideration on Article 1. The motion was seconded. The motion carried by voice vote.*

**ARTICLE 2**

*Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by Special Warrant Articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Nineteen Million, Nine Hundred Sixty-Nine Thousand, Nine Hundred Twenty-One dollars (\$19,969,921). Should the article be defeated, the default budget shall be Nineteen Million, Eight Hundred Twenty-Five Thousand, Five Hundred Fifty-Six dollars (\$19,825,556), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.*

*Recommended by the School Board  
(5-0-0)*

*Recommended by the Budget Committee  
(8-0-0)*

Mr. Miller deferred to Mr. Martin to speak to the article. Mr. Martin explained that the Article represents the total District budget for the 2008-2009 fiscal year and that it includes self funded, food service and grant budgets. Mr. Miller asked Mr. Martin to speak about the budget.

Mr. Martin explained that he would present a budget summary, the School Board proposed operating budget with major factors impacting district needs, the Budget Committee's recommended budget, preliminary reductions to meet the Budget Committee's recommended budget, estimated revenues and appropriations, and tax rate impact. He added that all presentations and budget handout are available on the District website at [www.litchfieldsd.org](http://www.litchfieldsd.org). The proposed operating budget is a School Board proposal and the recommended budget is what is submitted on the MS-27, which is reported to the State of NH. He explained that this year's process was similar to last year. The Administrative Team makes initial recommended reductions with prioritization. The SAU then prioritizes their requests and makes second level adjustments to the budget. The School Board makes final adjustments and approves the proposed budget for Budget Committee consideration. The Budget Committee is responsible for recommending the budget amount to be placed on the warrant. Mr. Martin explained that the School Board approves the final budget allocation after the March vote.

The School Board proposed a total budget of \$20,195,992, which is a 6.0% increase over last year's budget. The Budget Committee recommended a total budget of \$19,969,921 reflecting a

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\$226,071 difference. The Budget Committee's recommended budget is an increase of 4.8% over last year's budget. The Default budget is \$772,008 less than the Budget Committee's recommended budget. [The Budget Committee's budget number of \$19,969,921 is the amount in Article 2.] Mr. Martin explained that the School Board proposed operating budget of \$19,073,648 is a \$1,001,374 increase over the FY08 operating budget. The major factors impacting the budget increase:

Mr. Martin highlighted the major factors impacting the FY09 budget. The major factors are increases in the teachers' contract, current staff salaries/benefits, an additional school psychologist (a critical position), a part-time guidance counselor at CHS, two special education paraprofessionals (mandatory positions IEP driven), an additional part-time custodian at LMS (with no benefits), other new /expanded positions. Other areas of impact are increases in utilities (usage is dropping), CHS computer/business lab replacement (recycling the ones at CHS to LMS and GMS), the cost of the new finance/HR software (running the new and old systems will result in duplicate operation costs), repair and upgrade the CHS track, CHS multi-purpose field fencing, which is a safety issue (we have already had two incidents of young children injured by the roping off the field), increase in vocational transportation (contract addendum), curriculum review cycle (Math & FACS), regulatory costs, Destiny Library software for all three schools, and all other accounts. These major factors represent 90% of the FY09 budget.

Mr. Martin briefly reviewed object and function accounts highlighting the aforementioned major impacts in the budget. Object accounts are used to describe the services or commodities obtained as a result of the specific expenditure. Function accounts are used to describe the activity for which a service or expense is used.

Mr. Martin reviewed and explained the Budget Committee's recommended reductions, which total \$226,071. He commended the Budget Committee for supporting new/expanded critical positions.

Mr. Martin reviewed estimated revenue, which includes the revenue from State sources as well as impact fees for the new school. He explained that the funds for the new bond would be placed in a special project fund and would accrue interest. The unreserved fund balance used to reduce taxes [that was reduced by over \$1M last year that was returned to the town] would decrease and taxes would go up higher than the increase in the budget.

Mr. Martin indicated that the total budget to be raised by taxes is over \$9,000,000 or \$10.14 on the tax rate, which is a \$1.09 increase over this year's tax rate. The Budget Committee's recommended budget will be \$.22 less than last year's tax rate. If Article 1 passes, the total appropriation will result in a \$.22 increase in the tax rate.

Mr. Lemire spoke to Article 2. Mr. Lemire indicated that the Budget Committee identified reductions after going over all accounts and finding historic over budgets in some accounts. The SAU Administrators' salaries proposed by the School Board budget would be a 6% increase and the Budget Committee felt a 3% increase would be more affordable. The Budget Committee is confident that no after school activities would be cut from the budget. He added that the Committee found minimal reductions due to the diligent work by the School Board.

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Al Raccio, 16 Bear Run Drive, commented that over the prior two years he requested an Excel spreadsheet of the budget so the average citizen could understand it. He was informed that the current accounting software did not have that capability and that the District was looking into enhancing or upgrading the software. Now the District is looking at transitioning accounting software. He requested an Excel spreadsheet this year and felt he did not receive an appropriate answer.

*Mr. Raccio made a motion to amend the bottom line of Article 2 to \$20,009,921 with the additional \$40,000 allocated to cover the cost of exporting the budget to an Excel spreadsheet from the accounting software. The motion was seconded.*

Mr. Raccio felt that most people can understand what is on an Excel spreadsheet as the current budget format is complex. He indicated that it would help to have a link to the budget by Excel.

Mr. Martin indicated that the upgraded version of the accounting software has a feature to export to Excel, but he was advised by the Vice President of services at Tyler Technologies not to upgrade as the upgraded version was causing many problems. Next year we will have the ability to export to Excel with the new software, however, it will never link live to our financial database.

Mr. Raccio commented that he misused the word 'linked' and did not intend to infer that the public has access to the District's financial database. He explained that when you export to Excel formulas are embedded in the sheet and the public would be capable of seeing how the calculations are done.

Moderator John Regan suggested Mr. Raccio reword the motion.

Attorney Gordon Graham indicated that the motion should reflect a change in the number in the article and express the reason for the change. You are not changing the language of the article.

Mr. Lemire commented that the Budget Committee does not feel the school budget is too complicated to understand and is comfortable with what the District has been able to do. He added that the Committee is thankful for all the reports to review during the budget process. He suggested that written reports and executive summaries that were given to the Budget Committee can be copied for community members who are interested.

Mr. Raccio was concerned with the size and complexity of the budget book. He reiterated that it is crucial to see exactly how this money is disbursed and can be done easily with an Excel spreadsheet as the formulas and calculations would be embedded and easily accessed.

Mr. Spencer, Budget Committee Vice Chair, asked Mr. Raccio for the basis for adding \$40,000 to the bottom line. Mr. Raccio commented that Mr. Martin mentioned the cost approximately two years ago during discussions about software modifications and enhancements.

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Mr. Martin indicated that he had no recollection of where that number came from and suggested that it has no relation to the new software. We have been assured by the vendor that the new software can export to Excel. The export to Excel will be a data export only as all calculations are performed in the District's software application.

Mr. Raccio indicated that the article addresses the capability expressly. He expressed strongly that he would like to have the budget in an Excel format.

Mr. Boehm, School Board member, commented that one thing the Board does is to try make sure we get the budget passed. If we keep adding to it, we run the risk of not passing the budget. He noted that Mr. Martin already stated the new software can export to Excel.

*Mr. Spencer made a motion to call the question. The motion was seconded. The motion carried by voice vote.*

The Moderator indicated that there is an amendment on the table to change the bottom line of the budget to \$20,009,921. The increase is to account for the capability to export the budget to some form readable by Excel.

*The amendment was defeated by majority voice vote.*

The Moderator asked if there was further discussion of Article 2.

Ms. Pat Spencer, 9 Cranberry Lane, asked if there is a line item for the cost of CHS.

Mr. Miller indicated that the principal paid each year for CHS is \$800,000 and did decrease by \$40,000 this year.

Ms. Spencer queried about an increase to other services and wondered if it was returned to the town last year.

Mr. Martin explained that the budget process requires administrators to report needs prior to the next year's budget process. The current 2008 budget Special Education out-of-district tuition was reduced significantly. As we go through the budget process there are more needs highlighted. The budget is developed 9 to 21 months prior to the actual expenditures and Special Education items literally change daily. What the District does not spend out of this account, the Board historically returns to the town.

Mr. Miller clarified that 75% of the \$1,000,000 returned to the town last year was from Special Education. The Board's historical position is to return any Special Education money that has been under spent.

Mr. Phil Reed, 7 Forest Lane, expressed that he has had personal involvement with Special Education programs and has worked closely with Mrs. Gregg. He stated that he is 100% confident that she is sensitive to abiding by the law and making sure we do not get caught in any

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traps in the system. He is confident that she does not do any excess in Special Education than what we have to do.

Michael Couture, 41 Stark Lane, queried about the 200 series. He commented that the original increase on benefits was 10%. The Board recommended 5.6% and the Budget Committee recommended a 3% reduction across the board. He questioned the numbers specific to health insurance.

Mr. Martin indicated that the District's health provider always estimates an increase that they will not go above and which we budget to, and many factors affect the total expenditures over the course of the end.

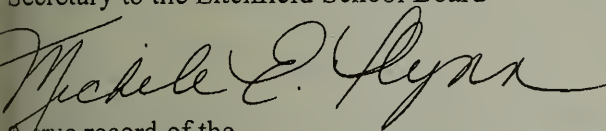
*Mr. Spencer made a motion to call the question. The motion was seconded. The motion carried by voice vote.*

There were no further discussion or amendments.

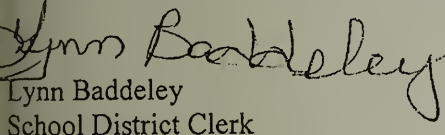
**Article 2 stands as written.**

The Moderator thanked all who attended and accepted a motion to adjourn. The motion was seconded. The motion passed unanimously by voice vote.

Prepared by:  
Michele E. Flynn  
Secretary to the Litchfield School Board



A true record of the  
Litchfield School District Deliberative Session  
Attest:



Lynn Baddeley  
School District Clerk

Submitted: February 13, 2008

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**2008 LITCHFIELD SCHOOL DISTRICT WARRANT  
STATE OF NEW HAMPSHIRE**

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

**FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)**

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, February 9, 2008, at 2:00 o'clock in the afternoon for explanation, discussion, and debate of warrant articles number 1 through number 2. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, and (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended.

**SECOND SESSION OF ANNUAL MEETING (VOTING)**

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 11, 2008, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

**ARTICLE A**

To elect by ballot the following School District Officers:

School District Moderator	3-Year Term
School District Clerk	3-Year Term
School District Treasurer	3-Year Term
School Board Member	3-Year Term



## ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Two Million, Two Hundred Three Thousand, Three Hundred Forty dollars (\$22,203,340.00) for the construction, site development, and original equipping of a new grades PreK – 5 elementary school building on property owned by the District; and to authorize the issuance of not more than Twenty Million, Six Hundred Ninety-Two Thousand, Five Hundred Fifty dollars (\$20,692,550.00) in bonds or notes in accordance with the provision of the Municipal Finance Act (RSA Chapter 33); and to authorize the Litchfield School Board to issue and negotiate such bonds or notes and determine the rate of interest thereon; and, in addition, raise and appropriate the additional sum of Five Hundred Ninety-Seven Thousand, Seven Hundred Eighty-Five dollars (\$597,785) for the first year's principal and interest payments; and authorize the School Board to apply for, accept, and expend federal, state, or other aid, grants or donations, which may be available for the project; comply with all laws applicable to the project; and take any other action necessary to carry out this vote? Please note that it is also the intention of the Litchfield School Board to use Impact Fees, New Hampshire Department of Education State Building Aid, and New Hampshire Department of Education Kindergarten Construction Grant funds to reduce the costs of this project.

*Three-fifths (3/5) ballot vote required.*

*Recommended by the School Board  
(5-0-0)*

*Recommended by the Budget Committee  
(5-3-0)*

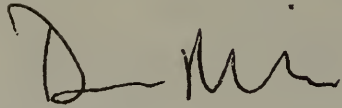
## ARTICLE 2

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by Special Warrant Articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Nineteen Million, Nine Hundred Sixty-Nine Thousand, Nine Hundred Twenty-One dollars (\$19,969,921). Should the article be defeated, the default budget shall be Nineteen Million, Eight Hundred Twenty-Five Thousand, Five Hundred Fifty-Six dollars (\$19,825,556), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

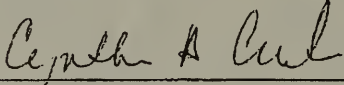
*Recommended by the School Board  
(5-0-0)*

*Recommended by the Budget Committee  
(7-1-0)*

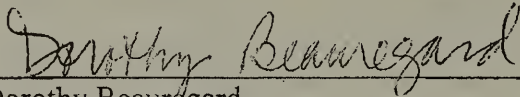
GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 23 rd DAY  
OF JANUARY 2008.



Dennis Miller, Chair



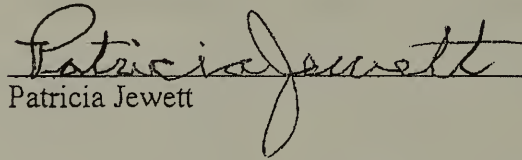
Cynthia Couture, Vice Chair



Dorothy Beauregard



Ralph G. Boehm



Patricia Jewett

Litchfield School Board

**LITCHFIELD SCHOOL DISTRICT MEETING  
ELECTION RESULTS  
MARCH 11, 2008  
The State of New Hampshire**

**Election of Officers**

<b>Moderator:</b>	<b>John Regan; 1,787 votes, elected; three-year term</b>
<b>School Board:</b>	<b>Cynthia Couture; 1,087 votes, elected; three-year term</b>
<b>District Treasurer:</b>	<b>Lynn Baddeley; 1,645 votes, elected; three-year term</b>
<b>District Clerk:</b>	<b>Lynn Baddeley; 1,607 votes, elected; three-year term</b>

**Warrant Articles**

**ARTICLE 1**

Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Two Million, Two Hundred Three Thousand, Three Hundred Forty dollars (\$22,203,340.00) for the construction, site development, and original equipping of a new grades PreK – 5 elementary school building on property owned by the District; and to authorize the issuance of not more than Twenty Million, Six Hundred Ninety-Two Thousand, Five Hundred Fifty dollars (\$20,692,550.00) in bonds or notes in accordance with the provision of the Municipal Finance Act (RSA Chapter 33); and to authorize the Litchfield School Board to issue and negotiate such bonds or notes and determine the rate of interest thereon; and, in addition, raise and appropriate the additional sum of Five Hundred Ninety-Seven Thousand, Seven Hundred Eighty-Five dollars (\$597,785) for the first year's principal and interest payments; and authorize the School Board to apply for, accept, and expend federal, state, or other aid, grants or donations, which may be available for the project; comply with all laws applicable to the project; and take any other action necessary to carry out this vote? Please note that it is also the intention of the Litchfield School Board to use Impact Fees, New Hampshire Department of Education State Building Aid, and New Hampshire Department of Education Kindergarten Construction Grant funds to reduce the costs of this project.

*Three-fifths (3/5) ballot vote required.*

*Recommended by the School Board  
(5-0-0)*

*Recommended by the Budget Committee  
(5-3-0)*

**Yes: 1,139  
Article failed - No: 1,145**



## **ARTICLE 2**

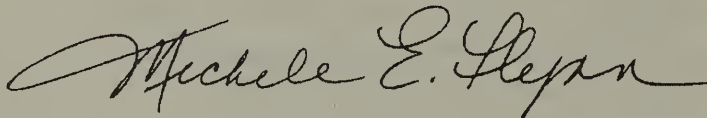
Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by Special Warrant Articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Nineteen Million, Nine Hundred Sixty-Nine Thousand, Nine Hundred Twenty-One dollars (\$19,969,921). Should the article be defeated, the default budget shall be Nineteen Million, Eight Hundred Twenty-Five Thousand, Five Hundred Fifty-Six dollars (\$19,825,556), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

*Recommended by the School Board*  
(5-0-0)

*Recommended by the Budget Committee*  
(8-0-0)

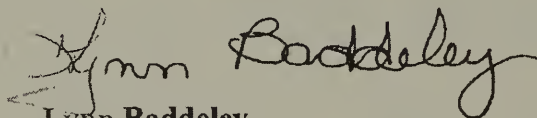
Article passed - Yes: 1,366  
No: 892

**A true report of the 2008 Litchfield School District election results, prepared by:**



**Michele E. Flynn**  
**School Board Secretary**

**A true report of the 2008 Litchfield School District election results, attest:**



**Lynn Baddeley**  
**School District Clerk**

LB

**2009 LITCHFIELD SCHOOL DISTRICT WARRANT  
STATE OF NEW HAMPSHIRE**

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

**FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)**

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, January 31, at 2:00 o'clock in the afternoon for explanation, discussion, and debate of warrant articles number 1 through number 5. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, and (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended.

**SECOND SESSION OF ANNUAL MEETING (VOTING)**

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 10, 2009, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

**ARTICLE A**

To elect by ballot the following School District Officers:

School Board Member  
School Board Member

3-Year Term  
3-Year Term

## ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Seven Hundred Twenty-Seven Thousand, Six Hundred Thirty-Six dollars (\$20,727,636)? Should the article be defeated, the default budget shall be Twenty Million, Eight Hundred Forty-Nine Thousand, Six Hundred Seventy-Eight dollars (\$20,849,678), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

## ARTICLE 2

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits:

<b>Year</b>	<b>Estimated Increase</b>
2009-2010	\$ 457,623.00
2010-2011	\$ 374,373.00
2011-2012	\$ 379,805.00

and further to raise and appropriate the sum of Four Hundred Fifty-Seven Thousand, Six Hundred Twenty-Three dollars (\$457,623.00) for the 2009-2010 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year?

Pursuant to RSA 273-A:12, VII, this collective bargaining agreement, including the pay plan but excluding cost of living increases, will continue until a new agreement is executed.

*Recommended by the School Board*

*Recommended by the Budget Committee*

## ARTICLE 3

Shall the Litchfield School District authorize the Treasurer, with the approval of the School Board, to appoint a Deputy Treasurer for a 1-Year Term under the provisions of RSA 197:24(a) to serve only in the absence or unavailability of the Treasurer? This is an unpaid position.

## ARTICLE 4

Shall the Litchfield School District raise and appropriate up to Fifty Thousand dollars (\$50,000.00) to the Capital Reserve Fund for educating educationally disabled children established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance (surplus) available for transfer on July 1 of this year?

*Recommended by the School Board*

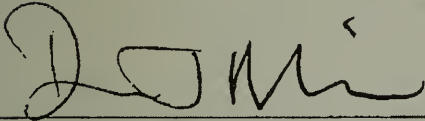
*Recommended by the Budget Committee*



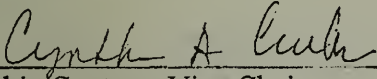
**ARTICLE 5**

Shall the School District vote to require that all votes by the Budget Committee and the School Board relative to budget items and warrant articles, shall be recorded votes and that a numeric tally of the votes be printed in the School District warrant next to the affected warrant article in accordance with RSA 32:5, V-a?

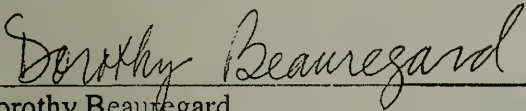
GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 2<sup>1</sup> DAY  
OF JANUARY 2009.



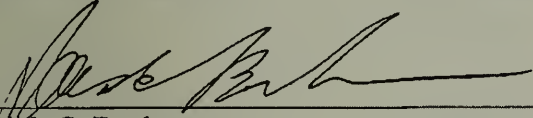
Dennis Miller, Chair



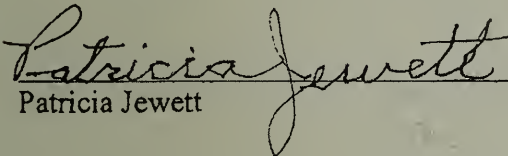
Cynthia Couture, Vice Chair



Dorothy Beauregard



Ralph G. Boehm



Patricia Jewett

**Litchfield School Board**

**LITCHFIELD SCHOOL DISTRICT  
DELIBERATIVE SESSION  
January 31, 2009  
The State of New Hampshire**

Time, Place: The meeting was called to order at 2:00 p.m. in the Campbell High School Auditorium.

Present: Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. Dennis Miller, Chair (School Board Representative to the Budget Committee); Mrs. Cynthia Couture, Vice Chair; Mrs. Dot Beauregard; Mr. Ralph Boehm; and Mrs. Pat Jewett (Board Member and Selectwoman).

Dr. Elaine Cutler, Superintendent of Schools; Mr. Stephen Martin, Business Administrator; Dr. Ronda Gregg, Director of Special Services; Amanda Lecaroz, Director of Curriculum & Instruction; Deb Mahoney, Director of Human Resources; Bruce Ballou, Director of Technology; Michele E. Flynn, School Board Secretary; Ms. Lynn Baddeley, School District Clerk; Gordon Graham and Maureen Pomeroy, Attorneys for the District.

Mr. Robert Manseau, Campbell High School Principal; Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Martin ("Bo") Schlichter, Griffin Memorial School Principal.

Budget Committee members: Mr. Brent Lemire, Chairman; Mr. John Harte, Vice Chair; Mr. Paul Parker; Mr. Mike Falzone, Mr. Brian McCue; Mr. Ray Peeples, Mr. George Lambert, (Selectmen's Representative).

Ballot clerks: Ms. Bertha Mieckowski, Mrs. Trisha Regan.

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. Dennis Miller, School Board Chair. Mr. Miller introduced School Board members, SAU staff, and attorneys.

Mr. Regan introduced Mr. Brent Lemire, Chairman of the Budget Committee. Mr. Lemire introduced Budget Committee members.

*Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.*

Mr. Regan read Article 1 and indicated that Mr. Miller would speak to the article.

LB

## ARTICLE 1

*Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Seven Hundred Twenty-Seven Thousand, Six Hundred Thirty-Six dollars (\$20,727,636)? Should the article be defeated, the default budget shall be Twenty Million, Eight Hundred Forty-Nine Thousand, Six Hundred Seventy-Eight dollars (\$20,849,678), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.*

Mr. Miller gave an overview of the budget process. The Administrative Team makes initial recommended reductions with prioritization. The SAU then prioritizes their requests and makes second level adjustments to the budget. The School Board made final adjustments and approved the proposed budget for Budget Committee consideration. The Budget Committee is responsible for recommending the budget amount to be placed on the warrant. Mr. Miller indicated that many people worked to bring this budget forward. He also explained that the Default Budget is created for the School Board and approved by the Board. The Budget Committee is not involved in the Default process.

Mr. Miller deferred to Mr. Martin to speak to the budget. Mr. Martin explained that Dr. Cutler instructed administrators to submit a level-funded budget. Article 1 represents the total District operating budget for the 2009-2010 fiscal year and that it includes general fund, food service, and grant fund budgets.

Mr. Martin explained that he would present a budget summary, the School Board proposed operating budget with major factors impacting district needs, the Budget Committee's recommended budget, the Budget Committee's reductions, estimated revenues and appropriations, and tax rate impact. He added that all presentations and budget handout are available on the District website at [www.litchfieldsd.org](http://www.litchfieldsd.org).

The School Board's proposed total operating budget of \$20,802,147 reflected an increase of \$797,416, or 4.2% over last year. The Budget Committee recommended a total budget of \$20,727,636 reflecting a \$74,511 difference, an increase of 3.8% over last year's total operating budget. The total proposed FY10 budget, \$21,228,990, **which is a total of the operating budget and warrant articles**, reflects an increase of \$1,259,069, or 6.3%, over the FY09 total budget. The proposed FY10 Default budget, \$20,849,678, is 4.41% over 2009. Mr. Martin pointed out that the cost of Article 2 is actually less than what was posted on the warrant and that the School Board would be amending Article 2.

Mr. Martin highlighted the major factors impacting the FY10 operating budget. The major factors are the state mandated kindergarten expenses of \$321,725, of which \$303,330 will be offset by additional state revenues; NH Retirement System mandated contribution rate increases, \$109,841; and mandated repairs and improvement to GMS, \$95,650. If these items are excluded, the operating budget increase would only be 1.04%.

LB



Mr. Martin pointed out that the School Board's recommended general fund operating budget is \$797,416 less than 2009. He reviewed the major increases impacting the budget as follows:

- Kindergarten has been mandated by the state and the expenses, \$321,725, account for 40.35% of the increase to the operating budget. The cost will be offset by \$303,330 in additional state funding.
- Existing non-LEA Staff Salary & Benefits increase of \$136,330, account for 17.10% of the increase to the operating budget.
- NH Retirement contributions increase of \$109,841, account for 13.77% of the increase to the budget, due to mandated contribution rate increases.
- Utilities increase of \$75,539, account for 9.47% of the increase to the operating budget.
- Paraprofessionals Salaries increase of \$50,060, account for 6.28% of the increase to the operating budget (\$30,000 reduced in 2009 budget).
- Mandated safety repairs at GMS required by the Litchfield Fire Department and Building Inspector, \$48,000, account for 6.02% of the increase to the operating budget.
- GMS Repairs required by the NH DOE & the Litchfield Health Inspector for School Approval, \$47,650, account for 5.98% of the increase to the operating budget.
- Expanded Days for the Director of Curriculum, \$45,609, account for 5.72% of the increase to the operating budget.
- Health & Dental Insurance increase of \$42,129, account for 5.28% of the increase to the operating budget.
- Transportation Contract increase of \$38,422, account for the 4.82% of the increase to the operating budget.
- Data Communications increase of \$32,436, account for 4.07% of the increase to the operating budget. Mr. Martin pointed out that half of this increase is due to an error in setting the 2009 budget. The other half is due to two additional T1 lines supporting GMS and LMS.
- LEA Grade Change Salary & Benefit increases of \$21,393, account for 2.68% of the increase to the operating budget, are covered under the operating budget and are not part of the costs of the new Collective Bargaining Agreement.
- Current GMS Portable lease of \$21,299, accounts for 2.67% of the increase to the operating budget (the portable was leased last year due to the closure of the 1930's building).
- Workers' Compensation Insurance increase of \$21,222, accounts for 2.66% of the increase to the operating budget. The major share of this increase was to gross appropriate the costs prior to the refund.
- Teacher 6<sup>th</sup> Period Classes increase of \$18,745, accounts for 2.35% of the increase to the operating budget, which is attributed to teachers at the middle and high school levels who teach an additional course period.
- Daily Substitute Salaries increase of \$16,142, account for 2.02% of the increase to the operating budget, which is driven by a need to increase the daily rate.
- LMS School Year Receptionist salary of \$15,523, which is a new position, accounts for 1.95% of the increase to the operating budget.
- All other accounts have been reduced \$264,649 or 33.19%.

Mr. Martin explained that object accounts are used to describe the services or commodities obtained as a result of the specific expenditure. He briefly reviewed object accounts highlighting a 40% increase in the Property Services account, which is due to required repairs, updates, and improvements (GMS mandated repairs and upgrades). He indicated that the site work and septic set up for the GMS portables for kindergarten will be funded 100% by the State of New Hampshire. Other property service account increases include transportation, out-of-district tuition for at-risk students in compliance with the new state attendance age law, and property and liability insurance. Salaries & Benefits account for 72% of the operating budget. If the Teachers' contract is approved by voters, salaries and benefits will account for 74% of the budget.

Mr. Martin explained that function accounts are used to describe the activity for which a service or expense is used. He reviewed increases and decreases to the function accounts. Regular Programs increased 1.4%; Special Programs 3.5%; Student Support Services 7.4%, part of which includes a transfer position (teacher) from LMS to CHS for an at-risk counselor; Instructional Staff Services 7.1%, due to an increase in days (salary) for the Director of Curriculum; Operation & Maintenance of Plant 10.4% due to the required GMS repairs and upgrades.

Mr. Martin reviewed the Budget Committee's reductions to the School Board budget. These reductions included: Athletic salaries \$5700; Dental Insurance \$8000; Social Security \$23,811; Workers Compensation Insurance \$10,000; Game Officials \$2,000; Electricity \$13,000; Fuel \$10,000; and Ground Equipment Replacement \$2000; for a total of \$74,511. Mr. Martin pointed out that the reduction in the Workers Compensation Insurance will not allow the District to gross appropriate this account.

Mr. Martin reviewed estimated revenue, which includes the revenue from state sources for kindergarten; an increase in the adequate education grant offset by a reduction in the state education taxes, which will reduce the state property tax rates by seven cents. Revenue from state sources will increase 3.8%. Mr. Martin also reviewed revenue from federal sources, such as Food Service revenue and revenue from grants, which will not impact the tax rate.

Mr. Martin indicated that the 2007-2008 year concluded with a fund balance of \$467,000. He is budgeting a fund balance of \$200,000 for this year, which is subject to change.

Mr. Martin indicated that the total 2009-2010 budget to be raised by taxes would equate to \$10.81 per thousand, a \$.49 increase from last year, which has been adjusted by the .07 reduction in state property tax. If the Teachers' contract and the Special Education Capital Reserve articles are approved by the voters, the tax rate increase will be \$1.00 (adjusted by the seven cent reduction to the state property taxes).

The Moderator invited the community to comment on Article 1.

***Mrs. Laurie Ortolano, 16 Martin Lane, made a motion to reduce the 2009-2010 Operating Budget to \$20,405,911. The motion was seconded.***

Mrs. Ortolano indicated that the amount of the reduction was \$321,925, which was budgeted for kindergarten.

LB



The Moderator invited discussion of Article 1.

Mr. Miller commented that the State of New Hampshire has mandated the implementation of kindergarten. The District is required by law to have kindergarten. Reducing the cost of kindergarten in the budget would not mean that kindergarten would not be implemented. The District would have to find the money to fund kindergarten. A kindergarten program is essential and would mean more efficiency for first graders.

John Latsha, 10 McElwain Drive, commented that the problem is not with kindergarten, but the process in which the cost was included in the budget without being placed on a warrant article for the taxpayers to decide. He commented further although kindergarten would be funded by the state for three years, residents would have to fund it after that period. He felt that the people should have the right to vote on it. Mr. Latsha indicated that the mandate from the state was unfunded and quoted a School Board member who commented [at a previous Board meeting] that kindergarten is an unfunded mandate and is unconstitutional. He continued quoting that the Board member referred to the Hudson litigation. Mr. Latsha commented that the kindergarten issue should be decided by the people on a warrant article. He also referred to past warrant articles that failed (e.g. CHS track resurfacing, fencing), stating that these issues were not approved by the voters, but were included in the following year's budget.

Mr. Miller commented that he understood Mr. Latsha's viewpoint, however, Hudson is not challenging the funding of kindergarten. Hudson is challenging the mandate. Mr. Miller indicated that the explanation from Hudson's attorney is that they are not challenging the funding. If Hudson wins the lawsuit, it will not overturn the funding. Mr. Miller pointed out that even if kindergarten was on the warrant in Litchfield and it fails, the town must still implement kindergarten according to the law.

Michael Couture, 41 Stark Lane, commented on the budgetary breakdown for kindergarten, noting that some costs occur only once and some are recurring. He queried about the annual operating cost of kindergarten.

Mr. Martin indicated that the total salaries and benefits to staff kindergarten would be recurring costs and total \$108,107, but would be offset by \$1,200 per pupil from the state for the first three years. Non-salary items, which include the portable classroom leases, would be funded by the state for the first three years as well. Approximately \$84,000 of this expense would be recurring beyond year three. The site work and set up for the portables is a one-time expense that is funded by the state. After three years, the state expects the town to provide a permanent space solution for kindergarten and would fund construction at 75% state building aid.

John Latsha, 10 McElwain Drive, commented that Hudson is, in fact, concerned about the financial aspect of implementing kindergarten.

Mr. Miller responded that Hudson is not challenging the funding of kindergarten, only the mandate.

LB



Bill Spencer, 9 Cranberry Lane, clarified that Hudson is challenging the legal aspect of kindergarten. Hudson did not put kindergarten in their budget and he queried how they were allowed to do so.

Mr. Miller responded that it was Hudson's decision not to include kindergarten in their budget. However, kindergarten has been mandated and we do not know what the ramification from the state will be.

Mr. Spencer commented that they challenged the mandate and chose not to include the money in their budget, but will let the voters decide. He indicated that is the same issue with kindergarten in Litchfield and the voters should make the decision.

Mr. Latsha commented that the only penalty for Hudson if kindergarten is not implemented is to file for an exemption for one year.

Attorney Gordon Graham clarified that Hudson's issue with kindergarten is that it is mandated by the state, but only funded for the first three years. Hudson wants it fully funded. Hudson's lawsuit does not invalidate the law. Hudson is challenging that the districts that do not have kindergarten are being compelled to implement and fund it. Litchfield is different because of the complexity of the law. The "no means no" law [RSA 32:10, I (e)] states that the purpose or article shall be deemed one for which no appropriation is funded in that budget year. The Town of Litchfield approved kindergarten three years ago. The legislature passed the portion of the bill for kindergarten construction that was exempted from the no means no law to preempt kindergarten failing on a warrant. They never exempted the operational budget from the no means no law. School districts are now in a bad position. It was his advice that it was necessary for districts [for legal issues] to include kindergarten in the operating and default budgets. An unfunded mandate in Litchfield is contingent on voters never approving a program. The Litchfield community did vote in favor of kindergarten.

Peter Moore, 31 Deerwood Drive, commented that placing kindergarten on a separate warrant article placed the Board in an unfair position. They have been criticized several times for including items that failed in previous warrant articles in the operating budget. This reduction is a specific amount for kindergarten. If residents think the budget is too big, find specific areas to reduce. He added that it is disturbing that Litchfield is one of the few towns in the nation that does not have kindergarten. We have to support education for our children. He stated that he is not supporting the amendment to Article 1.

Bill Spencer, 9 Cranberry Lane, commented that when the original vote for kindergarten was taken the former Superintendent was asked if kindergarten was being forced on the people and she said no. She made a commitment to bring kindergarten to the voters.

Mr. Miller responded that the different conditions exist now than did previously. The law has changed and put us in a difficult position.

Mr. Phil Reed, 7 Forest Lane, stated that he was opposed to the amendment. He commented that the issue is either pay now or pay later, and pay later always costs more. We need to move forward. He urged residents to defeat the amendment.

LP

Mr. George Lambert, 3 Lydston Lane, commented that he was not in favor of the amendment. Kindergarten will cost us more later and cost us adequate education for our children.

Penny Shupe, 8 McQuestin Circle, commented that she has been a resident of Litchfield for 26 years and spent 20 years as an educator. She stated that this community has continued to invest in our students and that is what we need to do.

Mr. Ralph Boehm, School Board member, commented that we are in a quandary. If we support the amendment we will have to find the funding for kindergarten in the budget and pay legal fees. Our hands are tied. Mr. Boehm stated that if we remove kindergarten by amendment, we would place parents in a difficult position. They would have lost the opportunity to register their child at a private kindergarten of their choice. He urged residents not to support the amendment.

*Mr. Bill Spencer, 9 Cranberry Lane, made a motion to call the question. The motion was seconded and passed by voice vote.*

A secret ballot was requested in writing by William Spencer, Patricia Spencer, Patricia Byron, Laurie Ortolano, Robert Martineau, for the vote on the motion on the floor to reduce the operating budget to \$20,405,911. The Moderator instructed voters to use ballot number 13 on the blue ballot sheet.

While the secret ballots were being counted, Board members requested a short break.

Mr. Miller announced that Mrs. Dot Beauregard would not be seeking reelection to the School Board. He gave a brief background of Mrs. Beauregard's service and contribution to the community. He congratulated her on serving five years on the School Board and presented her with an award.

The Moderator indicated that the secret ballot had been collected and counted by the Supervisors of the Checklist.

The secret ballot count for the proposed amendment was: Yes, 26; No, 44. **The amendment was defeated.**

The Moderator asked if there was further discussion of Article 1.

Al Raccio, 16 Bear Run Drive, queried about the transportation costs for kindergarten.

Mr. Miller responded that there would be no increase in transportation costs as kindergarten students will be transported in conjunction with the elementary students. There will also be no midday transportation for kindergarten.

There were no further amendments or discussion, **Article 1 stands as written.**

Mr. Regan read Article 2.

LB

**ARTICLE 2**

*Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits:*

<i>Year</i>	<i>Estimated Increase</i>
<i>2009-2010</i>	<i>\$ 457,623.00</i>
<i>2010-2011</i>	<i>\$ 374,373.00</i>
<i>2011-2012</i>	<i>\$ 379,805.00</i>

*and further to raise and appropriate the sum of Four Hundred Fifty-Seven Thousand, Six Hundred Twenty-Three dollars (\$457,623.00) for the 2009-2010 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year?*

*Pursuant to RSA 273-A:12, VII, this collective bargaining agreement, including the pay plan but excluding cost of living increases, will continue until a new agreement is executed.*

*Recommended by the School Board* *Recommended by the Budget Committee*

*Mr. Dennis Miller made a motion to reduce the first year cost amount of the Teachers' Contract in Article 2 to \$451,354. The motion was seconded.*

Mr. Miller explained that the amendment was being made due to an accounting misallocation in the athletics and co-curricular accounts. The purpose is to adjust the figure to implement the negotiated agreement and correct a mistake in the original calculation of the cost items needed to implement the cost items in the agreement.

The Moderator asked if there was any discussion on the amendment. Hearing none, the Moderator asked for a vote on the amendment.

*The amendment passed by voice vote.*

Mr. Miller spoke to the article explaining that the contract is the result of a four month long negotiation process during which he and Mr. Boehm served on a negotiation committee. He noted that the Board's desire was to minimize the cost to the taxpayers, reduce health insurance costs to the District, and maintain competitive salaries. Several options were discussed. The end result was that salary schedules would be adjusted 2.5% each year for three years, plus step increases that range from 2.76% to 4.48%; there is a 0% step increase for teachers at the top step, and no increase in longevity adjustments for those that qualify. 37% of the District's teachers are at the top step of the salary schedule.

Mr. Miller further stated that there will be no increase in co-curricular and athletic stipends over the three years. Board members and the LEA will study the allocation of the stipends. Also agreed upon is a new perfect attendance stipend to help reduce the cost of substitute teachers. The lower cost health plan reflects increased co-pays for office visits and emergency room visits. There is no increase in the per LEA member professional development dollars over the three years.

LP



Mr. Miller indicated the cost of the agreement is \$451,354 for year one, \$374,373 for year two, and \$379,805 for year three. The impact is \$.46 on the tax rate for year one and \$.39 on the tax rate for years two and three.

The Moderator opened the floor to discussion of the article.

Rich Carter, 74 Talent Road, queried if the perfect attendance cost was included in the budget.

Mr. Miller responded that the perfect attendance cost is not reflected in the budget.

Mr. Carter was concerned about where the money would come from.

Mrs. Couture noted that the cost would be offset by the need for fewer substitutes.

Anja Duprat, 5 Ronisa Avenue, queried if the health costs are locked over the three years of the contract and who would pay any difference if there were an increase in cost.

Mr. Miller responded that the costs differ from year to year, and the District pays 85% of the cost from year to year.

SueAnn Johnson, 35 Locke Mill Drive, queried if the COLA and longevity are paid annually.

Mr. Miller responded that the 2.5% is an annual adjustment. The longevity stipend will be added to the salaries of the teachers who have reached top step and qualify for longevity.

Ms. Johnson was concerned with a three year contract in light of the economy. She commented that many people's salaries are being reduced and many are facing layoffs. She stated that although she wants the District to have quality in teaching, the attendance bonus is not necessary. She felt that the Board should have been more conservative in negotiations.

Mr. Miller commented that Litchfield has a high quality staff and they considered a shorter term contract. They felt that the economic climate warranted the three year contract as futures are uncertain. The teachers, School Board, and Budget Committee felt this was a fair contract. It will be up to the voters in March.

Peter Moore, 34 Deerwood Drive, queried why the first year was higher than the other two years.

Mr. Martin explained that in the cost is higher in the first year because of the allocation of teachers on the schedule. Each year additional staff reach the top step, which reduces the annual cost increase. It can be very complicated because of the combination of steps and total experience.

Bill Spencer, 9 Cranberry Lane, commented that part of the reason for the question is because the contract is based on the existing pool and over three years the cost is affected by new hires.

LP

Al Raccio, 16 Bear Run Drive, commented that the longevity doesn't seem to track the rest of the numbers.

Mr. Martin responded that it is based on the allocation of current staff. When a teacher reaches 15 years with 5 years in the district, or 20 years with 5 years in the district the teacher is eligible for longevity. The longevity cost was calculated for each existing staff member.

Mr. Raccio commented that would assume the history shows a very low attrition.

Mr. Martin indicated that there are a number of staff at the top of the longevity step. They could teach another 10 or 15 years and you will see no change in that line. It is an actual expected cost based on current staff.

There were no further amendments or discussion, **Article 2 stands as amended.**

*Mr. Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Article 1. The motion was seconded and passed by voice vote.*

*Mr. Dennis Miller, 37 Wren Street, made a motion to restrict reconsideration of Article 2. The motion was seconded and passed by voice vote.*

Mr. Regan read Article 3.

### **ARTICLE 3**

*Shall the Litchfield School District authorize the Treasurer, with the approval of the School Board, to appoint a Deputy Treasurer for a 1-Year Term under the provisions of RSA 197:24(a) to serve only in the absence or unavailability of the Treasurer? This is an unpaid position.*

Mr. Boehm spoke to the article. He explained that Litchfield has no deputy treasurer. This is a one year term and the deputy treasurer would only serve in the absence or unavailability of the treasurer. The position is necessary to operate the District within the law and is required by the District's outside auditing firm. This is an unpaid and necessary position.

John Latsha, 10 McElwain Drive, queried if the position is voluntary.

Mr. Boehm indicated in the affirmative and that the position is unpaid.

The Moderator clarified that the deputy treasurer is appointed by the treasurer and approved by the School Board.

There were no further amendments or discussion, **Article 3 stands as written.**

Mr. Regan read Article 4.

LB

#### **ARTICLE 4**

*Shall the Litchfield School District raise and appropriate up to Fifty Thousand dollars (\$50,000.00) to the Capital Reserve Fund for educating educationally disabled children established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance (surplus) available for transfer on July 1 of this year?*

*Recommended by the School Board*

*Recommended by the Budget Committee*

Mr. Miller spoke to the article. He indicated that the Board is not requesting an increase to next year's budget. We are requesting approval to add up to \$50,000 from any funds not spent by June 30, 2009 to the existing special education capital reserve fund. These funds may be used to cover any unanticipated educational costs for a special education student that is not included in the approved budget. Out-of-district placements can cost in excess of \$100,000.

John Latsha, 10 McElwain Drive, commented that his research of special education capital reserve funds in other districts indicated that the average is \$10,000 to \$25,000 and that \$50,000 is excessive.

Mr. Miller responded that actual out-of-district placements of special education students can exceed \$100,000. This is not a slush fund and would require a vote of the Board to expend the money.

There were no further amendments or discussion, **Article 4 stands as written.**

Mr. Regan read Article 5.

#### **ARTICLE 5**

*Shall the School District vote to require that all votes by the Budget Committee and the School Board relative to budget items and warrant articles, shall be recorded votes and that a numeric tally of the votes be printed in the School District warrant next to the affected warrant article in accordance with RSA 32:5, V-a?*

Mrs. Couture spoke to the article. She explained that the article would require the District to record the recommendation and vote tally of both the Board and Budget Committee on the warrant. This practice was approved at a previous District meeting. The new law restricts the printing of the vote tallies on the ballot. A new vote is needed to reinstate the ability to print the vote tallies on the ballot and warrant. The Board believes it is beneficial for voters to see the recommendations and tallies and is recommending this article.

There were no discussion or amendments, **Article 5 stands as written.**

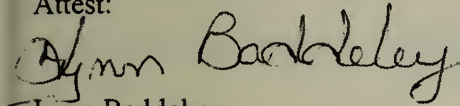
The Moderator thanked all who attended and accepted a motion to adjourn at 3:50 p.m. The motion was seconded. The motion passed unanimously by voice vote.



Prepared by:  
Michele E. Flynn  
Secretary to the Litchfield School Board



A true record of the  
Litchfield School District Deliberative Session  
Attest:



Lynn Baddeley  
School District Clerk

Submitted: February 4, 2009

LB

**LITCHFIELD SCHOOL DISTRICT**  
**ANNUAL FINANCIAL REPORT**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2008**

**LITCHFIELD SCHOOL DISTRICT**  
**ANNUAL FINANCIAL REPORT**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2008**

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**LITCHFIELD SCHOOL DISTRICT**  
**ANNUAL FINANCIAL REPORT**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2008**

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## PLODZIK & SANDERSON

*Professional Association/Accountants & Auditors*

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

### *INDEPENDENT AUDITOR'S REPORT*

To the Members of the School Board  
Litchfield School District  
Litchfield, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Litchfield School District as of and for the year ended June 30, 2008, which collectively comprise the Litchfield School District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the School District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Litchfield School District as of June 30, 2008, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated February 5, 2009 on our consideration of the School District's internal control over financial reporting and our tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and budgetary comparison information are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Litchfield School District's basic financial statements. The combining and individual fund schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements of the Litchfield School District. The combining and individual fund financial schedules and the schedule of expenditures of federal awards have been subjected to the auditing procedures applied in the audit of the basic financial statements, and in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Margaret A. Colby, CPA*

February 5, 2009

PLODZIK & SANDERSON  
Professional Association

# **LITCHFIELD SCHOOL DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008**

The Superintendent of Schools and Business Administrator of New Hampshire School Administrative Unit (SAU) #27, as management of the Litchfield School District (the District), offer readers of the District's annual financial statements this narrative discussion and analysis of the financial activities of the District for the fiscal year which ended June 30, 2008. The District has prepared this discussion and analysis to encourage readers to consider the information presented here in conjunction with additional information found within the body of the annual financial statements.

### **FINANCIAL HIGHLIGHTS**

- The District's total net assets for the year ending June 30, 2008, were \$7,836,609. Net assets increased by \$24,087 between July 1, 2007 total and June 30, 2008. The District's total net assets consisted of \$7,231,704 in capital assets net of debt and an unrestricted net asset balance of \$604,905.
- The District's long-term bonds for Campbell High School as of June 30, 2008 total \$5,285,000. These liabilities are reflected as a reduction in net assets.
- The District did not initiate any new construction projects nor issue any bonds in fiscal year 2008.
- During the year, the District's General Fund budgetary expenditures of \$17,750,185 were \$378,054 less than the final adjusted budget, and the General Fund budgetary revenues of \$17,135,653 were \$88,582 higher than the final adjusted budget. Revenues consist of: charges for services; operating grants and contributions; and general revenues (which consist of local and state property tax assessments, state and federal grants, and contributions not restricted to purpose).
- At the end of the current fiscal year, the unreserved, undesignated fund balance for the General Fund was \$467,536, or 2.63% of total General Fund expenditures. Major contributing factors to this fund balance were: \$88,582 in excess revenues which must be returned to the year-end fund balance and a \$303,632 under spend in Special Education out-of-district tuition, transportation and student support services. These anticipated expenses which were budgeted for specific students were not required.
- The School District accepted impact fees in the amount of \$55,965 from the Town of Litchfield which were used to offset architectural and engineering costs relative to the consideration of a new elementary school building.



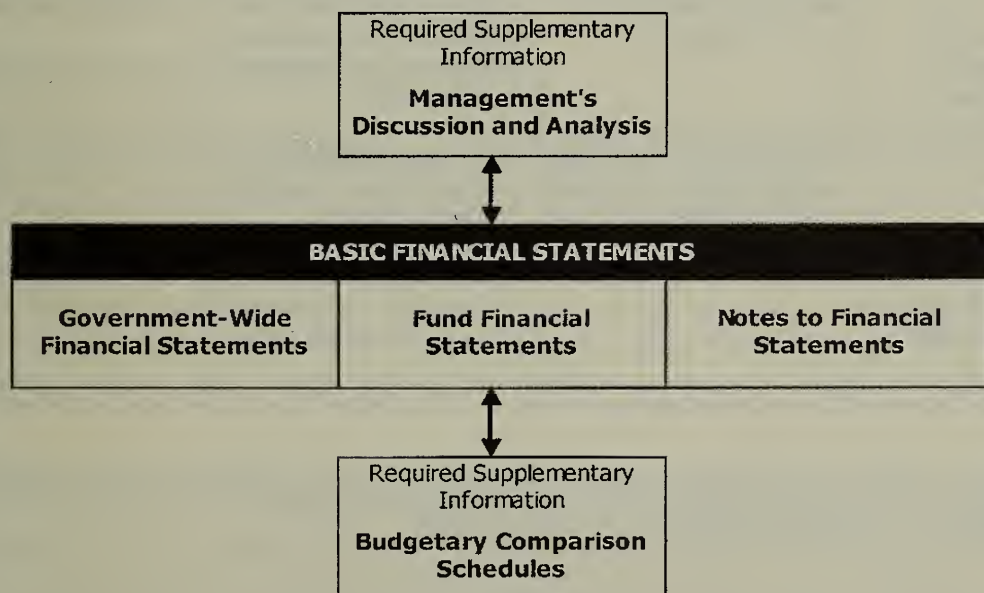
## OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the District's annual financial report, which consists of basic financial statements, notes to the financial statements, and related financial information. Our annual financial report consists of five elements: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the financial statements, 4) required supplementary information, and 5) this discussion and analysis. This report also contains other supplementary information in addition to the basic financial statements themselves.

The basic financial statements include two kinds of statements that present different views of the District based upon measurement focus and basis of accounting.

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the District's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operations in more detail than the government-wide statements. The governmental funds statements tell how the District's services were financed in the short term as well as what remains for future spending. Fiduciary fund statements provide information about the financial relationships in which the District acts solely as a trustee or agent for the benefit of others, to whom the resources belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. The following exhibit shows how the required parts of this annual report are arranged and related to one another.



MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008

The following exhibit summarizes the major features of the District's financial statements, including the portion of the District government they cover and the types of information they contain.

	Government-Wide	Fund Statements	
		Governmental	Fiduciary
SCOPE	Entire District government (except fiduciary funds)	All activities of the District that are not proprietary or fiduciary	Instances in which the District is the trustee or agent for someone else's resources
REQUIRED FINANCIAL STATEMENTS	Statement of Net Assets	Balance Sheet	Statement of Fiduciary Assets
	Statement of Activities	Statement of Revenues, Expenditures and Changes in Fund Balances	Statement of Changes in Fiduciary Net Assets (not required for agency funds)
ACCOUNTING BASIS	Accrual	Modified Accrual	Accrual
MEASUREMENT FOCUS	Economic Resources	Current Financial Resources	Economic Resources
TYPE OF INFORMATION ASSETS AND LIABILITIES	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets included	All assets and liabilities, both short-term and long-term
TYPE OF INFORMATION REVENUES, EXPENSES, AND EXPENDITURES	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year, expenditures when goods or services have been received and payment is due during the year or soon thereafter	

The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.



## **Government-wide Financial Statements**

The Government-wide Financial Statements show functions of the District that are principally supported by property taxes and intergovernmental revenues as "Governmental Activities." These functions are accounted for in the General Fund, Food Service Fund, Grants Fund, and the Expendable Trust Fund. Intergovernmental revenues include local, state and federal monies. The governmental activities of the District include instruction, support services, operation and maintenance of plant, student transportation and operation of non-instructional services. Taxes and intergovernmental revenues also support fixed assets and related debt.

## **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund definitions are part of a state mandated uniform accounting system and chart of accounts for all New Hampshire School Districts. The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

All of the funds of the District can be divided into two categories: governmental funds and fiduciary funds. General Fund, Food Service Fund, Grants Fund and the Expendable Trust Fund are consolidated as Governmental Funds. Both the General Fund and Grants Fund expenditures are compared to budget in the Budgetary Comparison Schedules. Non-major funds include Food Service and the Expendable Trust Funds. All Food Service revenues are expended on program operations and the Grants Fund revenues are spent mainly on instruction. Fiduciary Funds are agency funds established to account for monies belonging to student groups, and are shown on a separate schedule.

## **Notes To The Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

## **GOVERNMENT-WIDE FINANCIAL ANALYSIS**

Net assets may serve, over time, as a useful indicator of a government's financial position. The largest portion of the District's net assets reflects its investment in capital assets (e.g., land, buildings and improvements, and machinery and equipment); less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to its students; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The District's financial position is the product of several financial transactions including the net results of activities, the acquisition and payment of debt, the acquisition and disposal of capital assets, and the depreciation of capital assets. Summaries of the capital assets, depreciation and long-term debt obligations can be found in the Notes to Financial Statements. Depreciation is included by accounting convention thus the depreciated value of a District asset, as reflected in these reports, does not reflect an asset's useful, market or replacement value.



MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008

**Net Assets for the period ending June 30, 2008**

Total net assets at year end were \$7,836,609, an increase of \$24,087 or 0.31% over the prior year.

<b>Net Assets</b>	<b>2008</b>	<b>2007</b>	<b>% Variance</b>
Current Assets	1,801,431	2,066,713	-12.84%
Non-current Assets	12,516,704	12,923,427	-3.15%
<b>Total Assets</b>	<b>14,318,135</b>	<b>14,990,140</b>	<b>-4.48%</b>
Current Liabilities	615,546	642,870	-4.25%
Non-current Liabilities	5,865,980	6,534,748	-10.23%
<b>Total Liabilities</b>	<b>6,481,526</b>	<b>7,177,618</b>	<b>-9.70%</b>
Investment in capital assets (net of debt)			
Restricted net assets	7,231,704	6,838,427	5.75%
Unrestricted net assets	604,905	974,095	-37.90%
<b>Total Net Assets</b>	<b>7,836,609</b>	<b>7,812,522</b>	<b>0.31%</b>

**Change in Net Assets**

The District's total revenues were \$18,369,693; total expenses were \$18,345,606; resulting in an increase of \$24,087 in net assets. This year, 93.2% of the District's revenues came from the local tax assessment and the State of New Hampshire, an increase of 0.1% from last year. The State of New Hampshire's sources include the locally raised state property tax, federal aid received through the state, and the various state aid programs.

The District's expenditures continue to be largely for instruction and support services (94.6%). Depreciation expense of \$474,324 was 2.6% of total expenses.

The following Statement of Activities provides a more detailed breakdown of revenues and expenses.

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008

Statement of Activities	2008	% of Total	2007	% of Total	% Variance
<b>Revenues:</b>					
Program revenues:					
Charges for services	574,599	3.1%	505,275	2.8%	13.72%
Operating grants	949,082	5.2%	904,845	5.1%	4.89%
Capital grants	340,666	1.9%	260,954	1.5%	30.55%
General revenues:					
School district assessment	8,534,730	46.5%	9,626,708	53.8%	-11.34%
Unrestricted grants	7,890,489	43.0%	6,478,184	36.2%	21.80%
Miscellaneous	80,127	0.4%	119,909	0.7%	-33.18%
<b>Total revenues</b>	<b>\$18,369,693</b>	<b>100%</b>	<b>\$17,895,875</b>	<b>100%</b>	<b>2.65%</b>
<b>Program Expenses:</b>					
Instruction	10,773,118	58.7%	9,966,180	59.2%	8.10%
Support services:					
Student	1,182,598	6.4%	1,078,789	6.4%	9.62%
Instructional staff	495,613	2.7%	458,021	2.7%	8.21%
General administration	109,877	0.6%	62,413	0.4%	76.05%
Executive administration	443,666	2.4%	422,583	2.5%	4.99%
School administration	1,074,501	5.9%	970,289	5.8%	10.74%
Business	389,956	2.1%	296,554	1.8%	31.50%
Operation and maintenance of plant	1,815,897	9.9%	1,707,593	10.1%	6.34%
Student transportation	616,975	3.4%	585,222	3.5%	5.43%
Other	438,593	2.4%	373,187	2.2%	17.53%
Non-instructional services	559,751	3.1%	528,560	3.1%	5.90%
Facilities acquisition and construction	298,795	1.6%	38,809	0.2%	669.91%
Interest on long-term debt	146,266	0.8%	345,432	2.1%	-57.66%
<b>Total governmental activities</b>	<b>\$18,345,606</b>	<b>100%</b>	<b>\$16,833,632</b>	<b>100%</b>	<b>8.98%</b>
<b>Change in net assets</b>	<b>\$24,087</b>		<b>\$1,062,243</b>		<b>-97.73%</b>
<b>Beginning net assets (as restated)</b>	<b>\$7,812,522</b>		<b>\$6,750,279</b>		<b>15.74%</b>
<b>Ending net assets</b>	<b>\$7,836,609</b>		<b>\$7,812,522</b>		<b>0.31%</b>

## Revenues

School district assessment was 46.5% of total revenues for the fiscal year ended June 30, 2008, a decrease of 7.3% from the prior year. This large decrease was due to the large 2007 fund balance used to reduce the 2008 tax rate.

State of New Hampshire source intergovernmental revenues were 46.3% of total revenues for the fiscal year ended June 30, 2008, an increase of 10.1% from the prior year. This significant increase in state aid as a percentage of total revenues was not related to a significant increase in monies received by the District. The percentage increase is due to a higher year-end credit from the 2007 year-end fund balance that was used to lower the amount of 2008 total revenues needed thus increasing the state's revenues as a percentage of the total.

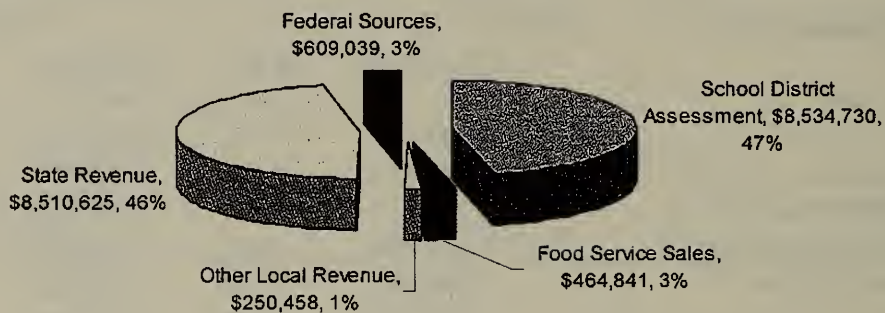
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008

Operating grants and contributions were 5.2% of total revenues for the fiscal year ended June 30, 2008, an increase of 0.1% from the prior year.

### Summary of Revenues

The biggest share, \$17,045,355 (92.8%), of revenue was derived from local appropriations and intergovernmental sources (State of NH). The state property tax is included as part of intergovernmental revenue even though it is raised locally. This revenue statement includes all revenues from local, state and federal sources.

**School District Total Revenues 2007 - 2008**



### Expenses

Expenses are reported on an accrual accounting basis. Amounts over or under the prior year expense amounts for the District in area's easily compared are as follows:

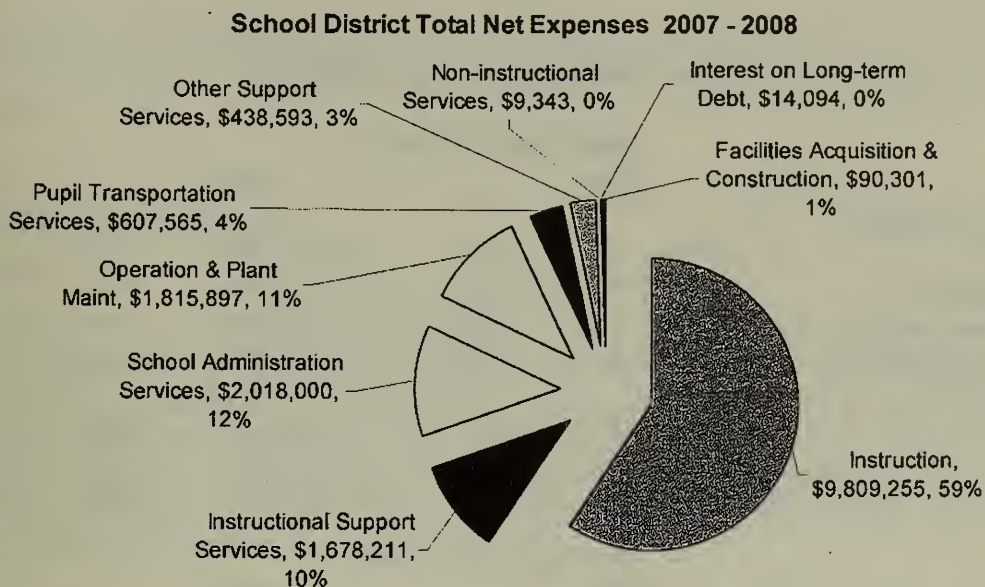
- Instruction expenses were 58.7% of total expenses for the fiscal year ended June 30, 2008, a decrease of 0.5% from the prior year.
- Total Support service expenses were 39.8% of total expenses for the fiscal year ended June 30, 2008, an increase of 4.4% from the prior year.

### Summary of Net Expenses

The Litchfield School District used its budgetary resources as depicted in the chart below. 69% of all expenses were on instruction and instructional support. Most federal revenue was again expended on special needs instruction and support, teacher professional development, and instructional equipment. This expense statement includes expenses paid from local, state and federal appropriations. For purposes of this accrual reporting, the State Building Aid revenues of \$284,701 were applied as an offset to the interest on long-term debt.



**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008**



**Highlighted changes in total net expenses include:**

- An increase in Instruction spending of \$692,196 or 7.6% over the prior year
- An increase in Operation & Plant Maintenance spending of \$109,223 or 6.4% over the prior year
- An increase in School Administration of \$104,212 or 10.7% over the prior year
- An increase in Student Support Services of \$103,809 or 9.6% over the prior year
- An increase in Business Support Services of \$93,402 or 31.5% over the prior year. This large percentage increase was primarily due to the implementation of a new finance and HR software system and costs associated with implementing new IRS regulations and NH laws.
- An increase in Facilities Acquisition and Construction of \$51,492 or 132.7% over the prior year. This large percentage increase was due to work done at both Griffin Memorial School and Campbell High School.
- An increase in Instructional Staff Support Services of \$37,592 or 8.2% over the prior year
- An increase in Student Transportation of \$30,998 or 5.4% over the prior year

**Governmental Activities**

The following exhibit presents the net cost of the District's largest functions based upon the total expense, less charges for services and operating grants and contributions, of each function. The net cost reflects the amount that was funded by general revenues (principally the school district assessment which is derived by local and statewide property taxes and general state aid).

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008

**TOTAL AND NET COST OF SERVICES**

Total Cost of Services					
	2008		2007		Variance
Functions / Programs					
Instruction	10,773,118	59%	9,966,180	59%	806,938
Support services	6,567,676	36%	5,954,651	35%	613,025
Food service program	559,751	3%	528,560	3%	31,191
Facilities acquisition	146,266	1%	38,809	0%	107,457
Unallocated					
Interest	298,795	2%	345,432	2%	(46,637)
	<u>\$ 18,345,606</u>	<u>100%</u>	<u>\$ 16,833,632</u>	<u>100%</u>	<u>1,511,974</u>
Net Cost of Services					
	2008		2007		Variance
Functions / Programs					
Instruction	\$ 9,809,255	60%	\$ 9,117,059	60%	692,196
Support services	6,558,266	40%	5,945,087	39%	613,179
Food service program	9,343	0%	(22,875)	0%	32,218
Facilities acquisition	90,301	1%	38,809	0%	51,492
Unallocated					
Interest	14,094	0%	84,478	1%	(70,384)
	<u>\$ 16,481,259</u>	<u>100%</u>	<u>\$ 15,162,558</u>	<u>100%</u>	<u>\$1,318,701</u>

The total cost of all governmental activities this year was \$18,345,606; the total net cost was \$16,481,259. The primary financing for these activities of the District was as follows:

Property taxes

- The amount that was paid by taxpayers through property taxes was \$10,364,909; which consisted of \$8,534,730 paid in the form of local property taxes and \$1,830,179 paid in the form of property taxes under the State of New Hampshire state-wide education tax system raised locally for the annual school district assessment.
- An additional amount of \$6,060,310 was received from the State of New Hampshire under the "adequacy grant" provisions of the State's educational funding system, which in addition to other State funding sources includes statewide property taxes collected from other local governments.

Charges for Services

- Tuition and self-funded program revenues were received in the amount of \$100,348.
- Total food service revenues of \$550,408 consisted of food service sales and local miscellaneous revenues in the amount of \$464,841 and federal and state food nutrition program operating contributions (free and reduced lunch reimbursements and commodities) of \$85,567.

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008

Operating Grants and Contributions

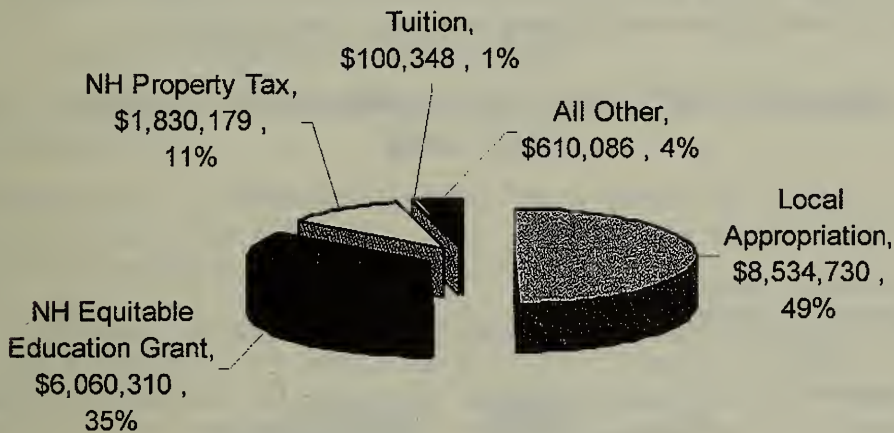
- Federal grants for instruction were received in the amount of \$448,909 with local grants of \$4,608.

**INDIVIDUAL FUND ANALYSIS**

**General Fund**

The General Fund is what most people think of as "the budget" since it is the focal point of the Annual Deliberative Session and largely supported by locally raised taxes. The local appropriation and the state property tax are raised locally and make up 60.5% of general fund revenues. Together, the revenues raised locally and the state adequacy grant comprise over 95.9% of the District's General Fund Budgetary Revenues. Also depicted below are expenditures and percentages by grade level and district wide excluding debt service and interfund transfers.

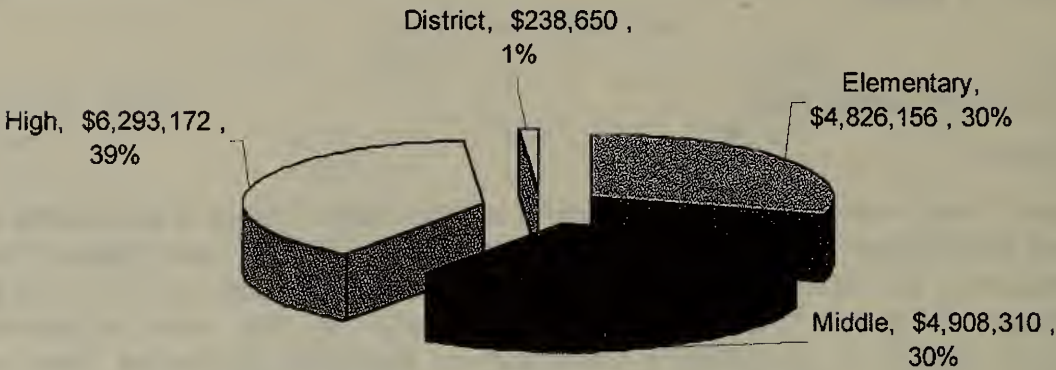
**General Fund Budgetary Revenues 2007 - 2008**





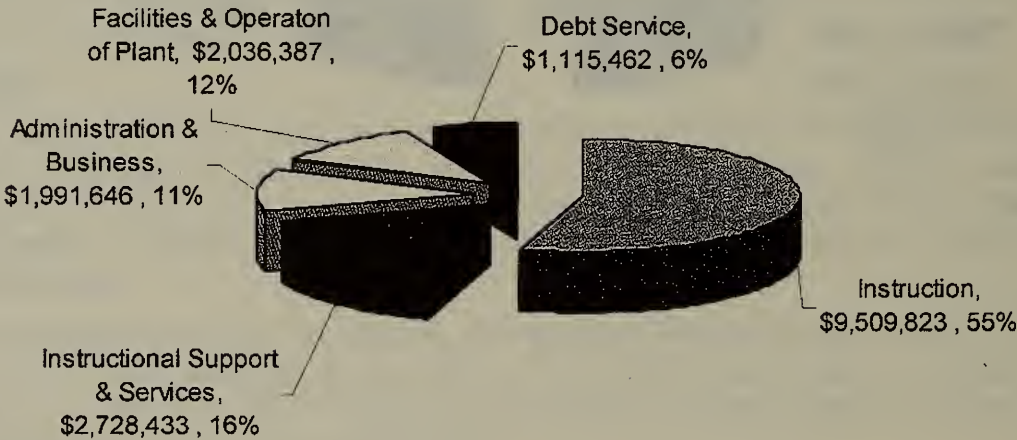
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008

**General Fund Budgetary Expenditures by Grade Level  
2007 - 2008**



Instruction makes up 55% of all general fund expenditures, a decrease of 1% over the prior year, while Instructional Support and Services, including transportation, operation of plant, and administration make up 39% of all General Fund expenditures, an increase of 2% over the prior year. The remaining 6% includes debt service – principal and interest, a decrease of 1% from the prior year. The following charts provide a more detailed depiction of the makeup and proportions of the expenditures in these broad categories.

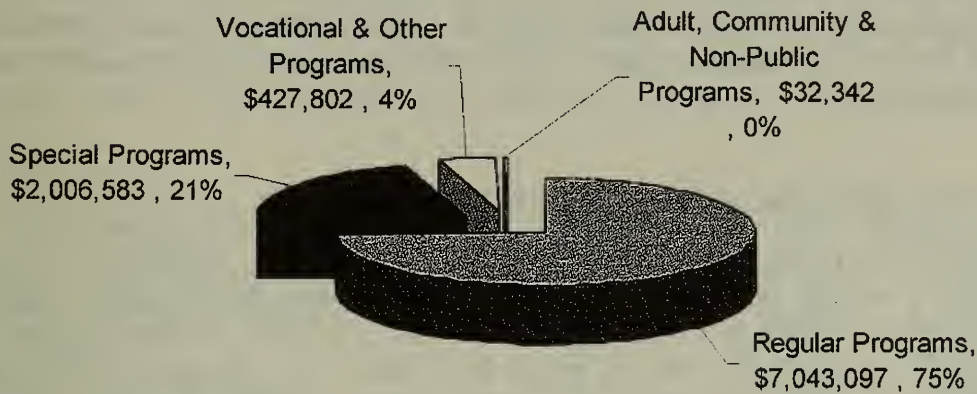
**General Fund Budgetary Expenditures by Functions  
2007 - 2008**



MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008

This chart examines how the direct instructional expenditures are allocated to the various programs.

**General Fund Budgetary Expenditures for Instruction  
2007 - 2008**



**SUMMARY OF FEDERAL SUPPORT OF THE DISTRICT**

During fiscal year 2008, Litchfield School District applied for and received the following significant federal grants:

- Individuals with Disabilities Education Improvement Act (IDEA) revenues for the current period were \$252,351. This grant funded special needs services and supplies for students throughout the District.
- Title I, Student Achievement and School Accountability Programs was awarded for the current period in the amount of \$110,597. This grant funded the services of an after school program for high school at-risk students, a math tutor for middle school students, and professional development in the areas of reading and math.
- Title IIA, Professional Development and Highly Qualified Teachers Program was awarded for the current period in the amount of \$70,595. This grant funded teacher professional development and an adult education coordinator.
- Title IV, Safe and Drug Free Schools was awarded for the current period in the amount of \$6,889. This grant funded staff training and supplies and safe school student activities.
- Title V, Innovative Programs, was awarded for the current period in the amount of \$2,784. This grant was used to fund two English teachers for the after school program for at-risk students.
- A Preschool Grant was awarded for the current period in the amount of \$5,693. The grant was used to provide supplies to support special needs students.



## **CAPITAL RESERVE FUND**

Expendable capital reserve funds (established by voters at an annual school district meeting as trust funds in accordance with statutory requirements) are classified as special revenue funds for the basic financial statements. The District's Special Education capital reserve fund and the School Capital Improvement capital reserve fund balances increased \$814.92 during the year from \$103,388.32 at June 30, 2007, to \$104,203.24 at June 30, 2008. In accordance with statutory requirements, they are held in custody by the Trustees of Trust Funds of the Town of Litchfield and are only released for the restricted specific purposes of the individual funds.

## **COMMENTS ON GENERAL FUND BUDGET COMPARISONS**

- The beginning General Fund equity was \$1,313,917. General Fund revenues, consisting largely of local taxes and state aid, were \$17,364,952. General Fund expenditures, including fund transfers, were \$17,611,050. The ending fund equity for the District was \$1,067,819, of which \$467,536 is an unreserved fund balance, a reduction of \$614,532 from the prior year's unreserved fund balance. The unreserved fund balance is used to lower the amount of money raised by property taxes.
- General Fund actual revenues were greater than the final adjusted budgeted revenues by \$88,582.
- During the year, the School Board increased its General Fund authorized spending \$55,965 above the appropriated budget as a result of RSA 198:20(b) hearings to accept unanticipated Town of Litchfield impact fee funds made available during the year.
- General Fund expenditures were less than the revised authorized spending by \$378,054. These variances are absorbed in the General Fund ending balance. Two significant contributors to the \$378,054 under spend in the general fund budget were:
  - Special Education out-of-district tuition, transportation and student support services were under spent by \$303,632. Services that were budgeted for specific students were not required.
  - Self-funded programs, which do not impact the local property tax rate, were under spent by \$54,344.

We are constantly making changes to our budget planning processes to improve the accuracy of our budget assessments and reduce the size and frequency of future budget variances. Since it is not possible to know in advance all of the circumstances that might create budget variances, we will continue to estimate future costs based on our experience, judgment, and actual expenditure data.



## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

On June 30, 2008, the District reported capital assets of \$12,516,704 (net of accumulated depreciation), which consist of a broad range of capital assets, including land, buildings & improvements, and machinery and equipment.

There were no additions of land assets during the year. Capital asset additions in 2008 included building improvements to the Campbell High School chimney and equipment purchases of a used pickup truck and replacement lawn mower. The District also annually invests in new furnishings, computers and peripherals, printed media and other equipment, as needed.

<b>Governmental Activities</b>	<b>2008</b>	<b>2007</b>	<b>% Variance</b>
Land & Improvements	460,792	460,792	0.00%
Buildings & Improvements	17,816,145	17,776,578	0.22%
Vehicles	14,000	-	100.00%
Furniture & Equipment	105,942	94,775	11.78%
Work In Progress			
<b>Totals at Historical Cost</b>	<b>18,396,879</b>	<b>18,332,145</b>	<b>0.35%</b>
Total Accumulated Depreciation	5,880,175	5,408,718	8.72%
<b>NET CAPITAL ASSETS</b>	<b>12,516,704</b>	<b>12,923,427</b>	<b>-3.15%</b>

### Long-Term Liabilities

On June 30, 2008, the District had \$5,285,000 of outstanding long-term debt, and \$580,980 in compensated absences payable long term liabilities.

## FUTURE BUDGETARY IMPLICATIONS

In New Hampshire, the public school fiscal year is July 1 to June 30; other programs, i.e., some federal budgets, operate on a different fiscal calendar, but are reflected in the District overall budget as they impact on the District.

The beginning General Fund unreserved equity for the 2008-2009 fiscal year is \$467,536.

The significant activities or events which will have an impact on future district finances include:

1. The Litchfield School Board and the Litchfield Educational Association (teachers) have ratified a new three-year contract effective with the 2009-2010 school year. An article will be placed on the 2009 School District Ballot for voter approval, and
2. The New Hampshire Department of Education has mandated public kindergarten. The District will be implementing public kindergarten in the 2009-2010 school year. State funding of the leasing of portable classrooms to house the District's kindergarten program will expire after three years, and
3. The District continues to study our elementary school building needs. The Board is not placing any bond articles on the 2009 School District Ballot, and

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2008

4. The State of New Hampshire continues to discuss proposed changes to education funding. The amount of available State revenues to fund its adequate education is yet to be determined.

Questions regarding this report should be directed to Elaine Cutler, Ed. D., Superintendent of Schools, or to Mr. Stephen F. Martin, Business Administrator, at (603-578-3570), or by mail at:

Litchfield School District  
SAU #27  
1 Highlander Court  
Litchfield, NH 03052

***BASIC FINANCIAL STATEMENTS***



**EXHIBIT A**  
**LITCHFIELD SCHOOL DISTRICT**  
*Statement of Net Assets*  
*June 30, 2008*

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 1,489,888
Intergovernmental receivable	286,608
Other receivables	24,935
Capital assets, not being depreciated:	
Land	460,792
Capital assets, net of accumulated depreciation:	
Buildings and building improvements	11,979,188
Machinery and equipment	76,724
Total assets	<u>14,318,135</u>
<b>LIABILITIES</b>	
Accounts payable	474,674
Accrued interest payable	114,776
Unearned revenue	26,096
Noncurrent obligations:	
Due within one year:	
Bond	800,000
Due in more than one year:	
Bond	4,485,000
Compensated absences	580,980
Total liabilities	<u>6,481,526</u>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	7,231,704
Unrestricted	604,905
Total net assets	<u>\$ 7,836,609</u>

The notes to the basic financial statements are an integral part of this statement.

**EXHIBIT B**  
**LITCHFIELD SCHOOL DISTRICT**  
**Statement of Activities**  
**For the Fiscal Year Ended June 30, 2008**

		Program Revenues			Net (Expense)
		Charges	Operating	Capital	Revenue and
		for	Grants and	Grants and	Change In
	Expenses	Services	Contributions	Contributions	Net Assets
Governmental activities:					
Instruction	\$ 10,773,118	\$ 100,348	\$ 863,515	\$ -	\$ (9,809,255)
Support services:					
Student	1,182,598	-	-	-	(1,182,598)
Instructional staff	495,613	-	-	-	(495,613)
General administration	109,877	-	-	-	(109,877)
Executive administration	443,666	-	-	-	(443,666)
School administration	1,074,501	-	-	-	(1,074,501)
Business	389,956	-	-	-	(389,956)
Operation and maintenance of plant	1,815,897	-	-	-	(1,815,897)
Student transportation	616,975	9,410	-	-	(607,565)
Other	438,593	-	-	-	(438,593)
Non-instructional services	559,751	464,841	85,567	-	(9,343)
Interest on long-term debt	298,795	-	-	284,701	(14,094)
Facilities acquisition and construction	146,266	-	-	55,965	(90,301)
Total governmental activities	<u>\$ 18,345,606</u>	<u>\$ 574,599</u>	<u>\$ 949,082</u>	<u>\$ 340,666</u>	<u>(16,481,259)</u>
General revenues:					
School district assessment					8,534,730
Grants and contributions not restricted to specific programs					7,890,489
Miscellaneous					80,127
Total general revenues					<u>16,505,346</u>
Change in net assets					24,087
Net assets, beginning					<u>7,812,522</u>
Net assets, ending					<u>\$ 7,836,609</u>

The notes to the basic financial statements are an integral part of this statement.

**EXHIBIT C-1**  
**LITCHFIELD SCHOOL DISTRICT**  
*Balance Sheet*  
**Governmental Funds**  
**June 30, 2008**

	General	Grants	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ 1,362,641	\$ -	\$ 127,247	\$ 1,489,888
Receivables:				
Accounts	23,255	-	1,680	24,935
Intergovernmental	513	176,586	109,509	286,608
Interfund receivable	155,650	-	1,954	157,604
Total assets	<u>\$ 1,542,059</u>	<u>\$ 176,586</u>	<u>\$ 240,390</u>	<u>\$ 1,959,035</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable	\$ 469,256	\$ 5,418	\$ -	\$ 474,674
Interfund payable	1,954	155,650	-	157,604
Deferred revenue	3,030	15,518	7,548	26,096
Total liabilities	<u>474,240</u>	<u>176,586</u>	<u>7,548</u>	<u>658,374</u>
Fund balances:				
Reserved for encumbrances	600,283	-	-	600,283
Unreserved, undesignated, reported in:				
General fund	467,536	-	-	467,536
Special revenue funds	-	-	232,842	232,842
Total fund balances	<u>1,067,819</u>	<u>-</u>	<u>232,842</u>	<u>1,300,661</u>
Total liabilities and fund balances	<u>\$ 1,542,059</u>	<u>\$ 176,586</u>	<u>\$ 240,390</u>	<u>\$ 1,959,035</u>

The notes to the basic financial statements are an integral part of this statement.



*EXHIBIT C-2*  
*LITCHFIELD SCHOOL DISTRICT*  
*Reconciliation of Total Governmental Fund Balances to the Statement of Net Assets*  
*June 30, 2008*

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Total fund balances of governmental funds (Exhibit C-1)			\$ 1,300,661
Amounts reported for governmental activities in the statement of net assets are different because:			
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the funds.			
Cost	\$ 18,396,879		
Less accumulated depreciation	<u>(5,880,175)</u>		
		12,516,704	
Interfund receivables and payables between governmental funds are eliminated on the statement of net assets.			
Receivables	\$ (157,604)		
Payables	<u>157,604</u>		
		-	
Interest on long-term debt is not accrued in governmental funds.			
Accrued interest payable		(114,776)	
Long-term liabilities are not due and payable in the current period, and therefore, are not reported in the funds.			
Bond	\$ 5,285,000		
Compensated absences	<u>580,980</u>		
		(5,865,980)	
Net assets of governmental activities (Exhibit A)		<u>\$ 7,836,609</u>	

The notes to the basic financial statements are an integral part of this statement.

**EXHIBIT C-3**  
**LITCHFIELD SCHOOL DISTRICT**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
**Governmental Funds**  
*For the Fiscal Year Ended June 30, 2008*

	General	Grants	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>				
School district assessment	\$ 8,534,730	\$ -	\$ -	\$ 8,534,730
Other local	245,034	4,608	465,657	715,299
State	8,505,087	-	5,538	8,510,625
Federal	80,101	448,909	80,029	609,039
Total revenues	<u>17,364,952</u>	<u>453,517</u>	<u>551,224</u>	<u>18,369,693</u>
<b>Expenditures:</b>				
Current:				
Instruction	9,739,123	453,517	-	10,192,640
Support services:				
Student	1,180,615	-	-	1,180,615
Instructional staff	495,174	-	-	495,174
General administration	71,784	-	-	71,784
Executive administration	491,398	-	-	491,398
School administration	1,050,409	-	-	1,050,409
Business	378,055	-	-	378,055
Operation and maintenance of plant	1,830,079	-	-	1,830,079
Student transportation	616,975	-	-	616,975
Other	435,668	-	-	435,668
Non-instructional services	-	-	559,751	559,751
Debt service:				
Principal	800,000	-	-	800,000
Interest	315,462	-	-	315,462
Facilities acquisition and construction	206,308	-	-	206,308
Total expenditures	<u>17,611,050</u>	<u>453,517</u>	<u>559,751</u>	<u>18,624,318</u>
Net change in fund balances	(246,098)	-	(8,527)	(254,625)
Fund balances, beginning	1,313,917	-	241,369	1,555,286
Fund balances, ending	<u>\$ 1,067,819</u>	<u>\$ -</u>	<u>\$ 232,842</u>	<u>\$ 1,300,661</u>

The notes to the basic financial statements are an integral part of this statement.

*EXHIBIT C-4*  
**LITCHFIELD SCHOOL DISTRICT**  
*Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of  
Governmental Funds to the Statement of Activities  
For the Fiscal Year Ended June 30, 2008*

Net change in fund balances of total governmental funds (Exhibit C-3)			\$ (254,625)
Amounts reported for governmental activities in the statement of activities are different because:			
Governmental funds report capital outlays as expenditures. In the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded capitalized capital outlay in the current period.			
Capitalized capital outlay	\$ 85,209		
Depreciation expense	(474,324)		
		(389,115)	
The net effect of various transactions involving capital assets is to decrease net assets.		(17,608)	
The repayment of the principal of long-term debt consumes current financial resources of governmental funds, but has no effect on net assets.			
Principal repayment of bond		800,000	
Some expenses reported in the statement of activities do not require the use of current financial resources, and therefore, are not reported as expenditures in governmental funds.			
Decrease in accrued interest expense	\$ 16,667		
Increase in compensated absences payable	(131,232)		
		(114,565)	
Change in net assets of governmental activities (Exhibit B)		\$ 24,087	

The notes to the basic financial statements are an integral part of this statement.



**EXHIBIT D**  
**LITCHFIELD SCHOOL DISTRICT**  
*Fiduciary Funds*  
*Statement of Fiduciary Net Assets*  
*June 30, 2008*

	<u>Agency</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 198,989
<b>LIABILITIES</b>	
Due to student groups	<u>198,989</u>
<b>NET ASSETS</b>	<u><u>\$ -</u></u>

The notes to the basic financial statements are an integral part of this statement.

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2008**

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**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2008**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Litchfield School District (School District) have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for governmental accounting and financial reporting.

The more significant of the School District's accounting policies are described below.

**1-A Reporting Entity**

In New Hampshire, each town constitutes a school district except school districts organized under special acts of legislature. The Litchfield School District serves the community of Litchfield, New Hampshire and provides public education services for students in kindergarten through grade 12.

The School District is a municipal corporation governed by a 5-member board elected by the voters of the School District. The reporting entity is comprised of the primary government and any other organizations that are included to ensure that the financial statements are not misleading.

Component units are legally separate organizations for which the School District is financially accountable. The School District is financially accountable for an organization if the School District appoints a voting majority of the organization's governing board and (1) the School District is able to significantly influence the programs or services performed or provided by the organization; or (2) the School District is legally entitled to or can otherwise access the organization's resources; the School District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the School District is obligated for the debt of the organization. Based on the foregoing criteria, no other organizations are included in the School District's financial reporting entity.

**1-B Basis of Presentation**

The School District's basic financial statements consist of government-wide statements, including a statement of net assets and a statement of activities; and fund financial statements, which provide a more detailed level of financial information.

**Government-wide Financial Statements** - The government-wide financial statements include the statement of net assets and the statement of activities. These statements report financial information for the School District as a whole. Fiduciary activities are not included at the government-wide reporting level. Individual funds are not displayed at this reporting level as all individual governmental funds are consolidated.

The statement of net assets presents the financial position of the governmental activities of the School District at year-end. This statement includes all of the School District's assets, liabilities and net assets.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the School District's governmental activities. Direct expenses are those that are specifically associated with the function, and therefore, clearly identifiable to that particular function. The School District does not allocate indirect expenses to functions in the statement of activities.

The statement of activities reports the expenses of a given function offset by program revenues directly related to the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with the distinct functional activity. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School District. Program revenues include: (1) charges for services, which include tuition, fees, and other charges to users of the School District's services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which finance the acquisition, construction, or rehabilitation of capital assets. These revenues are subject to externally imposed restrictions to the program uses.



**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
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For identifying to which function program revenue pertains, the determining factor for *charges for services* is which function *generates* the revenue. For *grants and contributions*, the determining factor is to which functions the revenues are *restricted*. The school district assessment from the town, unrestricted state aid and other revenue sources not properly included among program revenues are reported as general revenues of the School District.

**Fund Financial Statements** - During the year, the School District segregates transactions related to certain School District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. A fund is a fiscal and accounting entity with a self-balancing set of accounts. Fund financial statements are designed to present financial information of the School District at this more detailed level. Fund financial statements are provided for governmental and fiduciary funds, although the latter are excluded from the government-wide financial statements.

Major individual governmental funds are reported as separate columns in the fund financial statements with composite columns for nonmajor funds. Fiduciary funds are reported by type.

**Fund Accounting** - The School District uses funds to maintain its financial records during the year. The School District uses two categories of funds: governmental and fiduciary.

**Governmental Funds** - Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Fund liabilities are assigned to the fund from which they will be liquidated. The School District reports the difference between governmental fund assets and liabilities as fund balance. The following are the School District's major governmental funds:

**General Fund** - The general fund is the primary operating fund of the School District. All general tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. This fund accounts for general operating expenditures, fixed charges, and the capital improvement costs that are not reported in other funds.

**Grants Fund** - This fund accounts for the School District's federal and local grant programs.

The School District also reports two nonmajor governmental funds.

**Fiduciary Funds** - Fiduciary fund reporting focuses on net assets. The School District's fiduciary funds consist of agency funds. The agency funds are custodial in nature (assets equal liabilities), and do not involve measurement of results of operations.

**1-C Measurement Focus**

**Government-wide Financial Statements** - The government-wide financial statements are reported using the economic resources measurement focus. All assets and all liabilities associated with the operation of the School District are included on the statement of net assets. The statement of activities reports revenues, expenses and changes in net assets.

**Governmental Fund Financial Statements** - All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. The governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the governmental fund statements.

**Fiduciary Fund Financial Statements** - The student activities funds are accounted for using the economic resources measurement focus.

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
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***1-D Basis of Accounting***

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. At the fund reporting level, governmental funds use the modified accrual basis of accounting, and fiduciary funds use the accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of some deferred revenue, and in the presentation of expenses versus expenditures.

***Revenues - Exchange Transactions*** - Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On the modified accrual basis, revenue is recorded when the exchange takes place and in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year, generally within sixty days of year-end.

***Revenues - Nonexchange Transactions*** - Nonexchange transactions, in which the School District receives value without directly giving equal value in return, include grants and donations. Revenue from grants and donations is recognized in the fiscal year in which all grantor imposed eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted; matching requirements, in which the School District must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the School District on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions also must be available before it can be recognized, generally within sixty days of year-end.

Under the modified accrual basis, the following revenue sources are considered to be susceptible to accrual: the school district assessment from the town, tuition, interest, and federal and state grants.

Although the School District does not levy property taxes, the town levies property taxes on behalf of the School District (school district assessment).

***Deferred Revenue*** - Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before the eligibility requirements are met (e.g., cash advances) are recorded as deferred revenue. On the government-wide statement of net assets, such deferred revenue is classified as unearned revenue.

***Expenses/Expenditures*** - On the accrual basis of accounting, expenses are recognized at the time they are incurred. On the modified accrual basis, expenditures generally are recognized in the accounting period in which the related fund liability is incurred and due, if measurable.

***1-E Assets, Liabilities and Net Assets or Fund Equity***

***1-E-1 Cash and Cash Equivalents***

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the School District.

New Hampshire statutes require that the School District treasurer have custody of all moneys belonging to the School District and pay out the same only upon orders of the School Board. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to N.H. RSA 383:22 or in solvent banks in the state. Funds may be deposited in banks outside the state if such banks pledge and deliver to a third party custodial bank or the Federal Reserve Bank, collateral security for such deposits, United States government or government agency obligations or obligations of the State of New Hampshire in value at least equal to the amount of the deposit in each case.

***1-E-2 Interfund Balances***

On the fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "interfund receivables/payables." These amounts are eliminated in the statement of net assets.



**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
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**1-E-3 Capital Assets**

General capital assets are those assets of a capital nature which the School District owns. These assets generally result from expenditures in governmental funds. The School District reports these assets in the government-wide statement of net assets and does not report them in the governmental fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The School District maintains a capitalization threshold of \$10,000 and more than five years of estimated useful life. Improvements to capital assets are capitalized; the costs of normal maintenance and repairs that do not add to the value of an asset or materially extend the asset's life are expensed.

All reported capital assets are depreciated over their estimated useful lives. Depreciation is computed using the straight-line method over the following useful lives:

	Years
Buildings and building improvements	20 - 30
Machinery and equipment	5 - 15

**1-E-4 Compensated Absences**

Compensated leave benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributable to services already rendered, and it is probable that the School District will compensate the employees for the benefits through paid time off or some other means. All compensated absence liabilities include salary-related payments, where applicable.

The total compensated absence liability is reported on the government-wide financial statements. Governmental funds report the compensated absence liability at the fund reporting level only "when due."

**1-E-5 Accrued Liabilities and Long-Term Obligations**

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements.

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources, are reported as obligations of these funds. However, claims and judgments, and compensated absences that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are "due for payment" during the current year.

**1-E-6 Equity**

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Equity for all other reporting is classified as "net assets."

**Fund Balance** - Generally, fund balance represents the difference between the current assets and current liabilities. The School District reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources, and therefore, are not available for appropriation or expenditure. Unreserved fund balance indicates that portion of fund balance that is available for appropriation in future periods.

**Net Assets** - Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consist of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. All other net assets are reported as unrestricted.

**1-E-7 Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles, requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.



**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
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**NOTE 2 - DETAILED NOTES ON ALL FUNDS AND GOVERNMENT-WIDE STATEMENTS**

**2-A Custodial Credit Risk for Deposits**

Custodial credit risk is the risk that in the event of a bank failure, a government's deposits may not be returned to it. The School District does not have a deposit policy for custodial credit risk. As of June 30, 2008, \$57,808 of the Litchfield School District's bank balances of \$1,979,208 was exposed to custodial credit risk as uninsured and uncollateralized.

**2-B Receivables**

Receivables at June 30, 2008, consisted of accounts (tuition, reimbursements and sales) and intergovernmental amounts arising from grants and the trust funds being in the custody of the Town of Litchfield trustees of trust funds.

Receivables are recorded on the School District's financial statements to the extent that the amounts are determined to be material and substantiated not only by supporting documentation, but also by a reasonable, systematic method of determining their existence, completeness, valuation, and collectibility.

**2-C Capital Assets**

Capital asset activity for the year ended June 30, 2008 was as follows:

	Balance, beginning	Changes	Balance, ending
At cost:			
Not being depreciated:			
Land	\$ 460,792	\$ -	\$ 460,792
Being depreciated:			
Buildings and building improvements	17,776,578	39,567	17,816,145
Machinery and equipment	94,775	25,167	119,942
Total capital assets being depreciated	17,871,353	64,734	17,936,087
Total all capital assets	18,332,145	64,734	18,396,879
Less accumulated depreciation:			
Buildings and building improvements	(5,378,992)	(457,965)	(5,836,957)
Machinery and equipment	(29,726)	(13,492)	(43,218)
Total accumulated depreciation	(5,408,718)	(471,457)	(5,880,175)
Net book value, capital assets being depreciated	12,462,635	(406,723)	12,055,912
Net book value, all capital assets	\$ 12,923,427	\$ (406,723)	\$ 12,516,704

Depreciation expense was charged to functions of the School District as follows:

Instruction	\$ 470,520
Support services:	
Executive administration	774
Operation and maintenance of plant	3,030
Total	<u>\$ 474,324</u>

**2-D Interfund Balances**

Interfund balances at June 30, 2008 consist of an overdraft in the pooled cash and charges for catering services not yet paid as follow:

Receivable fund	Payable fund	Amount
General	Grants	\$ 155,650
Nonmajor	General	1,954
Total		<u>\$ 157,604</u>

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
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**2-E Long-Term Liabilities**

Changes in the School District's long-term obligations consisted of the following for the year ended June 30, 2008:

	General Obligation Bond Payable	Compensated Absences Payable	Total
Balance, beginning	\$ 6,085,000	\$ 449,748	\$ 6,534,748
Additions	-	131,232	131,232
Reductions	(800,000)	-	(800,000)
Balance, ending	<u>\$ 5,285,000</u>	<u>\$ 580,980</u>	<u>\$ 5,865,980</u>

Long-term liabilities are comprised of the following:

	Original Amount	Issue Date	Maturity Date	Interest Rate %	Outstanding at June 30, 2008	Current Portion
General obligation bond payable:						
High school construction	\$ 11,685,000	2000	2015	4.5-5.25	\$ 5,285,000	\$ 800,000
Compensated absences payable:						
Vested sick leave					197,004	-
Accrued vacation leave					146,598	-
Vested retirement stipend					237,378	-
					<u>580,980</u>	<u>-</u>
					<u>\$ 5,865,980</u>	<u>\$ 800,000</u>

The annual requirements to amortize the general obligation bond outstanding as of June 30, 2008, including interest payments, are as follow:

Fiscal Year Ending June 30,	Principal	Interest	Total
2009	\$ 800,000	\$ 275,463	\$ 1,075,463
2010	800,000	235,463	1,035,463
2011	800,000	193,463	993,463
2012	800,000	151,463	951,463
2013	800,000	109,463	909,463
2014-2015	1,285,000	92,925	1,377,925
Totals	<u>\$ 5,285,000</u>	<u>\$ 1,058,240</u>	<u>\$ 6,343,240</u>

The bond is a general obligation debt of the School District, which is backed by its full faith and credit, and will be repaid from general governmental revenues.

**NOTE 3 - OTHER MATTERS**

**3-A Pensions**

The School District participates in the New Hampshire Retirement System (the System) which is the administrator of a cost-sharing multiple-employer contributory pension plan and trust established in 1967 by RSA 100-A:2 and is qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death and vested retirement benefits to members and their beneficiaries. Provision for benefits and contributions are established and can be amended by the New Hampshire Legislature. The System issues a publicly available financial report that may be obtained by writing the New Hampshire Retirement System, 54 Regional Drive, Concord, NH 03301.

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
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The System is financed by contributions from both the employees and the School District. Member contribution rates are established and may be amended by the State legislature while employer contribution rates are set by the System trustees based on an actuarial valuation. All employees are required to contribute 5% of earnable compensation. For fiscal year 2008, the School District contributed 5.80% for teachers and 8.74% for other employees. The contribution requirements for the Litchfield School District for the fiscal years 2006, 2007 and 2008 were \$320,545, \$344,758 and \$555,117 respectively, which were paid in full in each year.

The State of New Hampshire funds 35% of employer costs for teachers employed by the School District. This amount, \$229,299, is reported as an "on-behalf payment," as an expenditure and revenue on the governmental funds statement of revenues, expenditures and changes in fund balances, and as an expense and revenue on the statement of activities.

**3-B Risk Management**

The School District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. During fiscal year 2008, the School District was a member of the New Hampshire Public Risk Management Exchange (Primex) Workers' Compensation and Property/Liability Programs, which are pooled risk management programs under RSAs 5-B and 281-A. The workers' compensation and employer's liability policy provides statutory coverage for workers' compensation and up to \$2,000,000 of employer's liability coverage. Primex retained \$500,000 of each workers' compensation and liability loss, and \$200,000 of each property loss. The combined liability package includes coverage for property, auto, liability, errors and omissions, crime, and boiler and machinery. The membership and coverage run from July 1 through June 30. The estimated net contribution from the Litchfield School District billed and paid for the year ended June 30, 2008 was \$64,819 for property/liability, and \$51,231 for workers' compensation. The member participation agreements permit Primex to make additional assessments to members, should there be a deficiency in contributions for any member year, not to exceed the member's annual contribution. At this time, Primex foresees no likelihood of any additional assessment for this or any prior year.

**3-C Contingent Liabilities**

The School District has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies or their designee. These audits could result in a request for reimbursement from the grantor agency for costs disallowed under terms of the grant. Based on prior experience, the School District believes such disallowances, if any, will be immaterial.

There are various legal suits pending against the Town which arose in the normal course of the Town's activities. In the opinion of management, the ultimate disposition of these suits will not have a material effect on the financial position of the Town.



***REQUIRED SUPPLEMENTARY INFORMATION***

**EXHIBIT E-1**  
**LITCHFIELD SCHOOL DISTRICT**  
*Schedule of Revenues, Expenditures and Changes in Fund Balance*  
*Budget and Actual (Non-GAAP Budgetary Basis)*  
*For the Fiscal Year Ended June 30, 2008*

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
School district assessment	\$ 8,534,730	\$ 8,534,730	\$ 8,534,730	\$ -
Other local	146,186	202,151	245,034	42,883
State	8,250,190	8,250,190	8,275,788	25,598
Federal	60,000	60,000	80,101	20,101
Total revenues	<u>16,991,106</u>	<u>17,047,071</u>	<u>17,135,653</u>	<u>88,582</u>
Expenditures:				
Current:				
Instruction	10,264,084	10,264,084	9,533,307	730,777
Support services:				
Student	1,231,217	1,231,217	1,179,859	51,358
Instructional staff	474,500	474,500	528,119	(53,619)
General administration	83,894	83,894	71,784	12,110
Executive administration	455,278	455,278	430,090	25,188
School administration	1,051,852	1,051,852	1,052,616	(764)
Business	303,294	303,294	347,337	(44,043)
Operation and maintenance of plant	1,780,256	1,780,256	1,863,006	(82,750)
Student transportation	750,914	750,914	616,975	133,939
Other	446,993	446,993	453,127	(6,134)
Debt service:				
Principal	800,000	800,000	800,000	-
Interest	315,463	315,463	315,462	1
Facilities acquisition and construction	114,529	170,494	558,503	(388,009)
Total expenditures	<u>18,072,274</u>	<u>18,128,239</u>	<u>17,750,185</u>	<u>378,054</u>
Deficiency of revenues under expenditures	(1,081,168)	(1,081,168)	(614,532)	466,636
Other financing uses:				
Transfers out	(900)	(900)	-	900
Net change in fund balance	<u>\$ (1,082,068)</u>	<u>\$ (1,082,068)</u>	(614,532)	<u>\$ 467,536</u>
Unreserved fund balance, beginning			1,082,068	
Unreserved fund balance, ending			<u>\$ 467,536</u>	

The notes to the required supplementary information are an integral part of this statement.

**EXHIBIT E-2**  
**LITCHFIELD SCHOOL DISTRICT**

**Grants Fund**

*Schedule of Revenues, Expenditures and Changes in Fund Balance*

*Budget and Actual (GAAP Basis)*

*For the Fiscal Year Ended June 30, 2008*

	Original and Final Budget	Actual	Variance Positive (Negative)
Revenues:			
Local	\$ -	\$ 4,608	\$ 4,608
Federal	425,000	448,909	23,909
Total revenues	425,000	453,517	28,517
Expenditures:			
Current:			
Instruction	425,000	453,517	(28,517)
Net change in fund balance	<u>\$ -</u>	-	<u>\$ -</u>
Fund balance, beginning		-	
Fund balance, ending		<u>\$ -</u>	

The notes to the required supplementary information are an integral part of this statement.



**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2008**

General Budget Policies.....	1
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**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2008**

**1. General Budget Policies**

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the School District's operations. At its annual meeting, the School District adopts a budget for the general and grants funds, as well as the nonmajor food service fund. Except as reconciled below, the budget was adopted on a basis consistent with U.S. generally accepted accounting principles.

Management may transfer appropriations between operating categories as deemed necessary, but expenditures may not legally exceed budgeted appropriations in total. All annual appropriations lapse at year-end unless encumbered.

Encumbrance accounting, under which purchase orders, contracts, and continuing appropriations (certain projects and specific items not fully expended at year-end) are recognized, is employed in the governmental funds. Encumbrances are not the equivalent of expenditures, and are therefore, reported as part of the fund balance at year-end, and are carried forward to supplement appropriations of the subsequent year.

State statutes require balanced budgets, but provide for the use of beginning unreserved fund balance to achieve that end. In the fiscal year 2008, \$1,082,068 of the beginning general fund fund balance was applied for this purpose.

**2. Budgetary Reconciliation**

The following reconciles the general fund budgetary basis to the GAAP basis.

Revenues:	
Per Exhibit E-1 (budgetary basis)	\$ 17,135,653
Adjustment:	
Basis difference:	
On-behalf retirement contributions made by the State of New Hampshire recognized as revenue on the GAAP basis, but not on the budgetary basis	229,299
Per Exhibit C-3 (GAAP basis)	<u>\$ 17,364,952</u>
Expenditures:	
Per Exhibit E-1 (budgetary basis)	\$ 17,750,185
Adjustments:	
Basis difference:	
Encumbrances, beginning	231,849
Encumbrances, ending	(600,283)
On-behalf retirement contributions made by the State of New Hampshire recognized as expenditures on the GAAP basis, but not on the budgetary basis	229,299
Per Exhibit C-3 (GAAP basis)	<u>\$ 17,611,050</u>

**3. Excess of Expenditures Over Appropriations**

The grants fund had an excess of expenditures over appropriations of \$28,517 for the year ended June 30, 2008. Overexpenditures were due to the receipt and expenditure of unanticipated grant funds.

***COMBINING AND INDIVIDUAL FUND SCHEDULES***



**SCHEDULE 1**  
**LITCHFIELD SCHOOL DISTRICT**  
**Major General Fund**  
*Schedule of Estimated and Actual Revenues (Non-GAAP Budgetary Basis)*  
**For the Fiscal Year Ended June 30, 2008**

	Estimated	Actual	Variance Positive (Negative)
School district assessment:			
Current appropriation	\$ 8,534,730	\$ 8,534,730	\$ -
Other local sources:			
Tuition	106,686	100,348	(6,338)
Transportation	7,500	9,410	1,910
Investment earnings	25,000	42,105	17,105
Impact fees	55,965	55,965	-
Rentals	-	2,290	2,290
Miscellaneous	7,000	34,916	27,916
Total from other local sources	202,151	245,034	42,883
State sources:			
Adequacy aid (grant)	6,060,310	6,060,310	-
Adequacy aid (tax)	1,830,179	1,830,179	-
School building aid	284,701	284,701	-
Catastrophic aid	75,000	95,666	20,666
Vocational aid	-	4,932	4,932
Total from state sources	8,250,190	8,275,788	25,598
Federal sources:			
Medicaid	60,000	80,101	20,101
Total revenues	17,047,071	\$ 17,135,653	\$ 88,582
Use of fund balance to reduce school district assessment	1,082,068		
Total revenues and use of fund balance	\$ 18,129,139		

**SCHEDULE 2**  
**LITCHFIELD SCHOOL DISTRICT**  
**Major General Fund**  
*Schedule of Appropriations, Expenditures and Encumbrances (Non-GAAP Budgetary Basis)*  
**For the Fiscal Year Ended June 30, 2008**

	Encumbered from Prior Year	Appropriations	Expenditures	Encumbered to Subsequent Year	Variance Positive (Negative)
Current:					
Instruction:					
Regular programs	\$ 307	\$ 7,390,664	\$ 7,043,097	\$ 13,306	\$ 334,568
Special programs	1,475	2,293,949	2,006,583	2,614	286,227
Vocational programs	-	40,555	9,060	9,345	22,150
Other	-	538,916	451,084	-	87,832
Total instruction	1,782	10,264,084	9,509,824	25,265	730,777
Support services:					
Student	3,594	1,231,217	1,180,615	2,838	51,358
Instructional staff	1,743	474,500	495,174	34,688	(53,619)
General administration	-	83,894	71,784	-	12,110
Executive administration	63,211	455,278	491,398	1,903	25,188
School administration	-	1,051,852	1,050,409	2,207	(764)
Business	70,000	303,294	378,055	39,282	(44,043)
Operation and maintenance of plant	28,037	1,780,256	1,830,079	60,964	(82,750)
Student transportation	-	750,914	616,975	-	133,939
Other	3,975	446,993	435,668	21,434	(6,134)
Total support services	170,560	6,578,198	6,550,157	163,316	35,285
Debt service:					
Principal of long-term debt	-	800,000	800,000	-	-
Interest on long-term debt	-	315,463	315,462	-	1
Total debt service	-	1,115,463	1,115,462	-	1
Facilities acquisition and construction	59,507	170,494	206,308	411,702	(388,009)
Other financing uses:					
Transfers out	-	900	-	-	900
Total appropriations, expenditures, other financing uses and encumbrances	\$ 231,849	\$ 18,129,139	\$ 17,381,751	\$ 600,283	\$ 378,954

**SCHEDULE 3**  
**LITCHFIELD SCHOOL DISTRICT**  
**Major General Fund**  
*Schedule of Changes in Unreserved - Undesignated Fund Balance (Non-GAAP Budgetary Basis)*  
*For the Fiscal Year Ended June 30, 2008*

Unreserved, undesignated fund balance, beginning			\$ 1,082,068
Changes:			
Unreserved fund balance used to reduce school district assessment			(1,082,068)
2007-2008 Budget summary:			
Revenue surplus (Schedule 1)	\$ 88,582		
Unexpended balance of appropriations (Schedule 2)	378,954		
2007-2008 Budget surplus			467,536
Unreserved, undesignated fund balance, ending			\$ 467,536



**SCHEDULE 4**  
**LITCHFIELD SCHOOL DISTRICT**  
*Nonmajor Governmental Funds*  
**Combining Balance Sheet**  
**June 30, 2008**

	Special Revenue Funds		
	Food Service	Expendable Trust	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 127,247	\$ -	\$ 127,247
Receivables:			
Accounts	1,680	-	1,680
Intergovernmental	5,305	104,204	109,509
Interfund receivable	1,954	-	1,954
Total assets	<u>\$ 136,186</u>	<u>\$ 104,204</u>	<u>\$ 240,390</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Deferred revenue	\$ 7,548	\$ -	\$ 7,548
Fund balances:			
Unreserved, undesignated	128,638	104,204	232,842
Total liabilities and fund balances	<u>\$ 136,186</u>	<u>\$ 104,204</u>	<u>\$ 240,390</u>

**SCHEDULE 5**  
**LITCHFIELD SCHOOL DISTRICT**  
**Nonmajor Governmental Funds**  
**Combining Schedule of Revenues, Expenditures and Changes in Fund Balances**  
**For the Fiscal Year Ended June 30, 2008**

	Special Revenue Funds		
	Food Service	Expendable Trust	Total
Revenues:			
Local	\$ 464,841	\$ 816	\$ 465,657
State	5,538	-	5,538
Federal	80,029	-	80,029
Total revenues	550,408	816	551,224
Expenditures:			
Current:			
Non-instructional services	559,751	-	559,751
Net change in fund balances	(9,343)	816	(8,527)
Fund balances, beginning	137,981	103,388	241,369
Fund balances, ending	<u>\$ 128,638</u>	<u>\$ 104,204</u>	<u>\$ 232,842</u>

**SCHEDULE 6**  
**LITCHFIELD SCHOOL DISTRICT**  
*Agency Funds*

*Combining Schedule of Changes in Student Activities Funds*  
*For the Fiscal Year Ended June 30, 2008*

SCHOOL	Balance, beginning	Additions	Deductions	Balance, ending
Campbell High	\$ 83,431	\$ 310,830	\$ 242,494	\$ 151,767
Litchfield Middle	22,888	199,679	180,465	42,102
Griffin Memorial	5,026	34,282	34,188	5,120
Totals	<u>\$ 111,345</u>	<u>\$ 544,791</u>	<u>\$ 457,147</u>	<u>\$ 198,989</u>



***SINGLE AUDIT ACT SCHEDULES  
AND INDEPENDENT AUDITOR'S REPORTS***



## **PLODZIK & SANDERSON**

*Professional Association/Accountants & Auditors*

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

***REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS***

To the Members of the School Board  
Litchfield School District  
Litchfield, New Hampshire

We have audited the governmental activities, each major fund, and the aggregate remaining fund information of the Litchfield School District as of and for the year ended June 30, 2008, and have issued our report thereon dated February 5, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### ***Internal Control Over Financial Reporting***

In planning and performing our audit, we considered the Litchfield School District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Litchfield School District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Litchfield School District's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Litchfield School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

*Litchfield School District  
Report on Compliance and on Internal Control Over Financial Reporting Based on an  
Audit of Financial Statements Performed in Accordance with Government Auditing Standards*

This report is intended solely for the information and use of management, the school board, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Gregory A. Colby, CPA*

February 5, 2009

PLODZIK & SANDERSON  
Professional Association





# PLODZIK & SANDERSON

*Professional Association/Accountants & Auditors*

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

## ***REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133***

To the Members of the School Board  
Litchfield School District  
Litchfield, New Hampshire

### ***Compliance***

We have audited the compliance of the Litchfield School District with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 *Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2008. The Litchfield School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Litchfield School District's management. Our responsibility is to express an opinion on the Litchfield School District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Litchfield School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Litchfield School District's compliance with those requirements.

In our opinion, the Litchfield School District complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2008.

### ***Internal Control over Compliance***

The management of the Litchfield School District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Litchfield School District's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

***Litchfield School District***

***Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133***

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the school board, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Gregory A. Callery, CPA*

February 5, 2009

PLODZIK & SANDERSON  
Professional Association

**SCHEDULE I**  
**LITCHFIELD SCHOOL DISTRICT**  
*Schedule of Findings and Questioned Costs*  
*For the Fiscal Year Ended June 30, 2008*

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**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

**A. Financial Statements**

1. The auditor's report expresses an unqualified opinion on the financial statements.
2. There were no material weaknesses identified relating to the internal control over financial reporting.
3. There were no significant deficiencies identified which were not considered material weaknesses relating to the internal control over financial reporting.
4. There were no instances of noncompliance material to the financial statements identified.

**B. Federal Awards**

1. There were no material weaknesses identified relating to the internal control over major programs.
2. There were no significant deficiencies identified which were not considered material weaknesses relating to the internal control over major programs.
3. The auditor's report on compliance for major programs expresses an unqualified opinion.
4. There are no audit findings required to be reported in accordance with Circular A-133.
5. The programs tested as major programs are the Special Education Cluster, and CFDA No. 84.186: Safe and Drug-free Schools and Communities – State Grants.
6. The threshold for distinguishing between Types A and B programs was \$300,000.
7. The Litchfield School District was determined not to be a low-risk auditee.

**SECTION II - FINANCIAL STATEMENT FINDINGS**

**NONE**

**SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**NONE**



**SCHEDULE II**  
**LITCHFIELD SCHOOL DISTRICT**  
*Schedule of Expenditures of Federal Awards*  
*For the Fiscal Year Ended June 30, 2008*

<b>FEDERAL GRANTOR/PASS THROUGH GRANTOR/PROGRAM TITLE</b>	<b>CFDA Number</b>	<b>Pass Through Grantor's Number</b>	<b>Expenditures</b>
<b>U.S. DEPARTMENT OF AGRICULTURE</b>			
CHILD NUTRITION CLUSTER			
Passed Through the State of New Hampshire Department of Education			
National School Lunch Program	10.555	N/A	\$ 80,029
<i>CLUSTER TOTAL</i>			
<b>U.S. DEPARTMENT OF EDUCATION</b>			
Passed through the State of New Hampshire Department of Education			
Title I Grants to Local Educational Agencies:			
Title I - After School Program	84.010	70077	748
Title I - After School Program	84.010	80077	90,051
School in Need of Improvement	84.010	80187	19,797
<i>PROGRAM TOTAL</i>			110,597
SPECIAL EDUCATION CLUSTER			
Special Education - Grants to States	84.027	82562	252,351
Special Education - Preschool Grants	84.173	82746	5,693
<i>CLUSTER TOTAL</i>			258,044
Safe and Drug-Free School and Communities - State Grants:			
Title IV	84.186	76625	1,630
Title IV Redistribution	84.186	84377	1,438
Title IV	84.186	86582	3,821
<i>PROGRAM TOTAL</i>			6,889
State Grants for Innovative Programs:			
Title V	84.298	76081	955
Title V	84.298	86081	1,829
<i>PROGRAM TOTAL</i>			2,784
Improving Teacher Quality State Grants:			
Title II-A	84.367	74867	30,937
Targeted HPQD	84.367	84706	17,269
Title II-A	84.367	84867	22,389
<i>PROGRAM TOTAL</i>			70,595
<b>GRAND TOTAL</b>			<b>\$ 528,938</b>

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2008**

**NOTE A - SIGNIFICANT ACCOUNTING POLICIES**

The accompanying schedule of expenditures of federal awards is prepared on the modified accrual basis of accounting, whereby transactions are reported in the same way as they are in the governmental funds financial statements.

**NOTE B - FOOD DISTRIBUTION**

Nonmonetary assistance is included in the schedule at the fair market value of the commodities on the date received.

**Litchfield School District**  
**Statement of Actual Expenditures for**  
**Special Education Programs and Services**

	2006 -- 2007	2007 -- 2008
<b>EXPENDITURES</b>		
Instruction	\$ 2,111,615.06	\$ 2,190,080.26
Related Services	\$ 487,994.10	\$ 540,783.10
Administration	\$ 171,306.53	\$ 178,413.77
Legal	\$ 2,991.07	\$ 10,920.94
Transportation	\$ 119,814.52	\$ 118,730.73
<b>Total Expenditures</b>	<b>\$ 2,893,721.28</b>	<b>\$ 3,038,928.80</b>
<b>REVENUES</b>		
NH Catastrophic Aid	\$ 157,564.89	\$ 95,666.05
IDEA Grant	\$ 322,924.29	\$ 252,351.37
Preschool Grant	\$ 12,029.39	\$ 5,692.96
Medicaid	\$ 92,227.56	\$ 80,100.90
Tuition	\$ 26,770.00	\$ 67,048.54
Hillsborough Cty. Grant	\$ 4,824.36	\$ 4,000.00
<b>Total Revenues</b>	<b>\$ 616,340.49</b>	<b>\$ 504,859.82</b>

**Department of Special Services**  
**Student Census of Disabilities**  
**December 2008**

<b>DISABILITIES</b>	<b>IN DISTRICT</b>	<b>OUT OF DISTRICT</b>	<b>TOTAL</b>
Hearing Impaired, Speech/Language Impairment, Visual Impairment	39	0	39
Orthopedic Impairment, Other Health Impairment, Multiple Disabilities, Autism	20	2	22
Mental Retardation, Developmental Delay	24	1	25
Learning Disabilities	36	1	37
Emotional Disturbance	3	3	6
<b>TOTAL</b>	<b>122</b>	<b>7</b>	<b>129</b>



# SCHOOL BUDGET FORM

BUDGET FORM FOR SCHOOL DISTRICTS WHICH HAVE ADOPTED  
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

OF: LITCHFIELD, NH

Appropriations and Estimates of Revenue for the Fiscal Year From July 1, 2009 to June 30, 2010

## IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

1. Use this form to list ALL APPROPRIATIONS in the appropriate recommended and not recommended area. This means the operating budget and all special and individual warrant articles must be posted.

2. Hold at least one public hearing on this budget.

3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the school clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

This form was posted with the warrant on (Date): JANUARY 22, 2009

### BUDGET COMMITTEE

Please sign in ink.

[Signature]  
[Signature]  
Paul D Parker  
[Signature]  
[Signature]

[Signature]  
[Signature]  
[Signature]  
[Signature]

**THIS BUDGET SHALL BE POSTED WITH THE SCHOOL WARRANT**

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)271-3397

Budget - School District of Litchfield FY 2010

1 2 3 4 5 6 7 8 9

Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)		OP Bud. WARR. ART.#	Expenditures for Year 7/1/07 to 6/30/08	Appropriations Current Year as Approved by DRA	School Board's Appropriations		Budget Committee's Approp.	
						Ensuing Fiscal Year		Ensuing Fiscal Year	
						RECOMMENDED	NOT RECOMMENDED	RECOMMENDED	NOT RECOMMENDED
INSTRUCTION (1000-1999)									
1100-1199	Regular Programs			7,043,096.42	7,828,449	7,733,979		7,733,979	0
1200-1299	Special Programs			2,008,582.81	2,448,896	2,534,263		2,534,263	0
1300-1399	Vocational Programs			9,059.76	34,072	34,072		34,072	0
1400-1499	Other Programs			418,742.39	466,952	473,613		465,913	7,700
1500-1599	Non-Public Programs			24,263.89	69,790	44,190		44,190	0
1600-1899	Adult & Community Programs			8,077.96	19,600	23,585		23,585	0
SUPPORT SERVICES (2000-2999)									
2000-2199	Student Support Services			1,180,615.35	1,353,665	1,453,582		1,453,582	0
2200-2299	Instructional Staff Services			495,174.07	562,786	602,842		602,842	0
General Administration									
2310-840	School Board Contingency								
2310-2319	Other School Board			71,783.90	88,393	93,233		93,233	0
Executive Administration									
2320-310	SAU Management Services								
2320-2399	All Other Administration			491,398.00	493,772	518,469		518,469	0
2400-2499	School Administration Service			1,050,408.86	1,106,449	1,183,388		1,163,388	0
2500-2599	Business			378,055.06	388,927	298,427		298,427	0
2600-2699	Operation & Maintenance of Plant			1,830,078.55	1,997,886	2,095,565		2,080,565	15,000
2700-2799	Student Transportation			616,975.20	757,363	811,565		801,565	10,000
2800-2999	Support Service Central & Other			435,667.85	380,487	440,819		399,008	41,811
3000-3999	NON-INSTRUCTIONAL SERVICES								
4000-4999	FACILITIES ACQUISITIONS & CONSTRUCTION			206,308.45	96,627	287,938		287,938	0

1 2 3 4 5 6 7 8 9

Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3.V)		OP Bud WARR. ART.#	Expenditures for Year 7/1/07 to 6/30/08	Appropriations Current Year As Approved by DRA	School Board's Appropriations Ensuing Fiscal Year		Budget Committee's Approp. Ensuing Fiscal Year	
						RECOMMENDED	NOT RECOMMENDED	RECOMMENDED	NOT RECOMMENDED
OTHER OUTLAYS (5000-5999)									
5110	Debt Service - Principal			800,000.00	800,000	800,000		800,000	0
5120	Debt Service - Interest			315,462.48	275,463	235,463		235,463	0
FUND TRANSFERS									
5220-5221	To Food Service			560,118.31	587,344	622,154		622,154	0
5222-5229	To Other Special Revenue			453,516.52	535,000	535,000		535,000	0
5230-5239	To Capital Projects								
5251	To Capital Reserves (page 4)								
5252	To Expendable Trust (page 4)								
5253	To Non-Expendable Trusts								
5254	To Agency Funds								
5300-5399	Intergovernmental Agency Alloc.								
	SUPPLEMENTAL								
	DEFICIT								
	Operating Budget Total			\$18,395,385.83	\$18,969,921	\$20,802,147	\$0	\$20,727,636	\$74,511



## ★★SPECIAL WARRANT ARTICLES★★

Special warrant articles are defined in RSA 32:3, VI, as appropriations: 1) in petitioned warrant articles; 2) appropriations raised by bonds or notes; 3) appropriations to a separate fund created pursuant to law, such as capital reserve funds or trust funds; 4) an appropriation designated on the warrant as a special article or as a nonlapsing or nontransferable article.

1	2	3	4	5
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Expenditures for Year 7/1/07 to 6/30/08	Appropriations Current Year As Approved by DRA	WARR. ART.#
			School Board's Appropriations Ensuing Fiscal Year RECOMMENDED NOT RECOMMENDED	Budget Committee's Approp. Ensuing Fiscal Year RECOMMENDED NOT RECOMMENDED
5251	Special Education capital reserve fund	0	50,000	50,000 0
	SPECIAL ARTICLE RECOMMENDED	XXXXXXXXXX	XXXXXXXXXX	XXXXXXX 50,000 XXXXXXXXXXXX

**\*\*INDIVIDUAL WARRANT ARTICLES\*\***

**"Individual" warrant articles are not necessarily the same as "special warrant articles". Examples of individual warrant articles might be:**

1) Negotiated cost items for labor agreements; 2) Leases; 3) Supplemental appropriations for the current year for which funding is already available; or 4) Deficit appropriations for the current year which must be funded through taxation.

	1	2	3	4	5
	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Expenditures for Year 7/1/07 to 6/30/08	Appropriations Prior Year As Approved by DRA	WARR. ART.#	Budget Committee's Approp.
Acct.#					Ensuing Fiscal Year RECOMMENDED NOT RECOMMENDED
Various	New Teachers' Contract	0	0	2	457,623 0
INDIVIDUAL ARTICLES RECOMMENDED		XXXXXXXXXX	XXXXXXXXXX	XXXXX	457,623 XXXXXXXXXXXX

1	2	3	4	5	6
Acct.#	SOURCE OF REVENUE	WARR. ART.#	Actual Revenues Prior Year	Revised Revenues Current Year	Estimated Revenues ENSUING FISCAL YEAR
REVENUE FROM LOCAL SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
1300-1349	Tuition		68,969	20,000	21,000
1400-1449	Transportation Fees		9,410	7,000	7,000
1500-1599	Earnings on Investments		42,458	25,000	25,350
1600-1699	Food Service Sales		464,487	524,844	540,804
1700-1799	Student Activities		25,377	69,780	44,190
1800-1899	Community Services Activities		6,002	16,000	17,025
1900-1999	Other Local Sources		93,171	7,000	12,000
REVENUE FROM STATE SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3210	School Building Aid		284,701	255,371	255,371
3220	Kindergarten Aid				303,330
3230	Catastrophic Aid		95,666	93,224	106,541
3240-3249	Vocational Aid		4,932	2,000	2,000
3250	Adult Education				
3260	Child Nutrition		5,538	5,500	4,000
3270	Driver Education				
3290-3299	Other State Sources				
REVENUE FROM FEDERAL SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4100-4539	Federal Program Grants		196,558	265,000	265,000
4540	Vocational Education				
4550	Adult Education				
4560	Child Nutrition		80,029	57,000	77,000
4570	Disabilities Programs		252,351	270,000	270,000
4580	Medicaid Distribution		80,101	60,000	60,000
4590-4999	Other Federal Sources (except 4810)				
4810	Federal Forest Reserve				
OTHER FINANCING SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5110-5139	Sale of Bonds or Notes				
5221	Transfer from Food Service-Spec.Rev.Fund				
5222	Transfer from Other Special Revenue Funds				
5230	Transfer from Capital Project Funds				
5251	Transfer from Capital Reserve Funds				



1	2	3	4	5	6
Acct.#	SOURCE OF REVENUE	WARR. ART.#	Actual Revenues Prior Year	Revised Revenues Current Year	Estimated Revenues ENSUING FISCAL YEAR
OTHER FINANCING SOURCES CONT.			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5252	Transfer from Expendable Trust Funds				
5253	Transfer from Non-Expendable Trust Funds				
5300-5699	Other Financing Sources				
5140	This Section for Calculation of RAN's (Reimbursement Anticipation Notes) Per RSA 198:20-D for Catastrophic Aid Borrowing RAN, Revenue This FY _____ less RAN, Revenue Last FY _____ =NET RAN				
	Supplemental Appropriation (Contra)				
	Voted From Fund Balance				50,000
	Fund Balance to Reduce Taxes			467,536	200,000
Total Estimated Revenue & Credits			1,709,750	2,144,265	2,260,611

**\*\*BUDGET SUMMARY\*\***

	Current Year Adopted Budget	School Board's Recommended Budget	Budget Committee's Recommended Budget
Operating Budget Appropriations Recommended (from page 3)	19,969,921	20,802,147	20,727,636
Special Warrant Articles Recommended (from page 4)		50,000	50,000
Individual Warrant Articles Recommended (from page 4)		457,623	457,623
TOTAL Appropriations Recommended	19,969,921	21,309,770	21,235,259
Less: Amount of Estimated Revenues & Credits (from above)	2,144,265	2,260,611	2,260,611
Less: Amount of Statewide Enhanced Education Tax/Grant	6,060,310	6,060,310	6,060,310
Estimated Amount of Local Taxes to be Raised For Education	11,765,346	12,988,849	12,914,338

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18: \$2,019,980  
(See Supplemental Schedule With 10% Calculation)



# BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE

(For Calculating 10% Maximum Increase)

(RSA 32:18, 19, & 32:21)

**VERSION #2: Use if you have Collective Bargaining Cost Items**

LOCAL GOVERNMENTAL UNIT: Litchfield School District FISCAL YEAR END 2010

Col. A

	RECOMMENDED AMOUNT		
1. Total <b>RECOMMENDED</b> by Budget Committee (see budget MS7, 27, or 37)	\$21,235,259		
LESS EXCLUSIONS:			
2. Principal: Long-Term Bonds & Notes	(800,000)		
3. Interest: Long-Term Bonds & Notes	(235,463)		
4. Capital Outlays Funded From Long-Term Bonds & Notes per RSA 33:8 & 33:7-b	0		
5. Mandatory Assessments	0		
6. TOTAL EXCLUSIONS (Sum of rows 2-5)	< 1,035,463 >		
7. Amount <b>recommended</b> less recommended exclusion amounts (Line 1 less Line 6)	\$20,199,796		
8. Line 7 times 10%	\$2,019,980		
9. Maximum allowable appropriation prior to vote (Line 1 + 8)	\$23,255,239	Col. B	Col. C (Col. B-A)
10. Collective Bargaining Cost Items, RSA 32:19 & 273-A:1, IV, (Complete Col. A prior to meeting & Col. B and Col. C at meeting)	Cost items recommended \$457,623	Cost items voted	Amt. voted above recommended

## MAXIMUM ALLOWABLE APPROPRIATIONS VOTED

At meeting, add Line 9 + Column C.

\$ 23,255,239

Line 8 plus any amounts in Column C (amounts voted above recommended) is the allowable increase to budget committee's recommended budget. Enter this amount on the bottom of the posted budget form, MS7, 27, or 37.

Please attach a copy of this completed supplemental schedule to the back of the budget form.

MBA 10%  
Rev. 06/08

**Office of the Superintendent of Schools**

1 Highlander Court  
Litchfield, NH 03052  
578-3570

Elaine F. Cutler, Ed. D, Interim Superintendent  
Stephen Martin, Business Administrator  
Amanda Lecaroz, Director Curriculum and Instruction  
Deb Mahoney, Director Human Resources  
Ronda Gregg, Director Special Services  
Bruce Ballou, Director Technology  
Hilda Lawrence, Director Food Service

**Griffin Memorial School**

229 Charles Bancroft Highway  
Litchfield, NH 03052  
424-5931  
Martin Schlichter, Principal  
Stacy Maghakian, Assistant Principal

**Litchfield Middle School**

19 McElwain Drive  
Litchfield, NH 03052  
424-2133  
Tom Lecklider, Principal  
Peter Lubelczyk, Assistant Principal

**Campbell High School**

1 Highlander Court  
Litchfield, NH 03052  
546-0300  
Robert Manseau, Principal  
Laurie Rothhaus, Assistant Principal

# Notes



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